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ABSTRACT

This SPEC Kit and Flyer focus on the gifts and exchange function in Association of Research (ARL) libraries. The survey was sent to 119 ARL institutions via e-mail; 62 usable replies were received. Results, discussed in the SPEC Flyer, highlight trends and effects of changes in library automation, staffing decreases, administrative reorganization, reexamination of gift policies, federal tax law changes, solutions regarding appraisals, and recent political upheavals and uncertainties around the world. The SPEC Kit contains: the survey questionnaire summarizing and tabulating results; a list of responding institutions; representative supporting documents, including a planning document, workflow charts, policies and procedures, donor information, deeds, and exchange labels/miscellaneous documents; and selected readings and World Wide Web sites. (AEF)

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SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 241

The Gifts and Exchange Function in ARL Libraries

March 1999

ED 429 610

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 241

The Gifts and Exchange Function in ARL Libraries

March 1999

Introduction

The decision to prepare a third SPEC Kit on the gifts and exchange (G&E) function in ARL libraries was prompted not only by the lapse of more than a decade since the publication of SPEC Kit #117 (*The Gifts and Exchange Function in ARL Libraries*, 1985), which had in its turn updated the first kit examining G&E operations (SPEC Kit #28, *Gifts and Exchange Functions*, 1976), but more importantly by the radical changes that have swept the library profession over the past 12 years at a pace that shows no sign of slackening.

Survey Results

Our intention in drafting the survey questionnaire was to invite as much comment by respondents as possible. Many respondents did supply comments, and we have included the most representative and illuminating of these replies.

The survey was sent to 119 ARL institutions via email; out of that number, 72 replies were received. The survey instructed respondents who answered the first question in the negative to return the survey without answering any further questions. Fifteen participants responded no, yet five of them added useful answers to a number of questions. Consequently, 62 surveys were then reviewed and collated, and the results are summarized here.

One of the most radical changes in G&E programs is the fact that operations which had been entirely manual five years ago in some libraries are fully automated now, and as a result work flow and procedures may be entirely different. For example, 51 of our 62 respondents (over 82%) reported an increase in automation for G&E processing, with only nine reporting no change (predictably, no one reports a decrease in automation). A surprisingly wide variety of software is used by the responding institutions; the advantages and disadvantages of some are listed in the survey results.

Hand-in-hand with technological changes have been economic pressures that have caused a number of institutions to cut staff in many departments, and libraries have been particularly hard-hit. In a few cases, libraries have dropped their gifts and/or exchange programs entirely. Nineteen respondents (about 31%) attributed the changes in their G&E organization to budget cuts, combined with other causal factors—mostly reorganization—in a number of cases.

Reorganization has followed on the heels of automation, as processes that were once entirely separate, such as acquisitions and cataloguing, have had their borders blurred, if not erased. Thirty-five respondents (56%) reported that their G&E operations have undergone administrative change due entirely or in part to general or localized library reorganization. In some cases, as mentioned above, this has resulted from or been combined with budget cuts; in others, a combination of factors has been at work. Other factors cited include a cost analysis of handling gifts, reduction of staff, and revision of collecting guidelines.

The current reorganization continues a trend that was evident in the 1985 G&E SPEC Kit. Fully three-quarters (46) of the respondents to the present survey noted that they had experienced organizational change since 1985, which suggests that the trend has not slackened.

In some responding libraries, G&E operations have moved from one department to another, for example, from collection development to acquisitions or vice-versa. In one library, the move was from collection development to acquisitions to a combined acquisitions/collection development department. In one case, there had been a merger between cataloguing and acquisitions; in yet another, the library now has a development officer whose responsibilities encompass raising money for the library and working with G&E on nonmonetary gifts. These changes reflect a new approach to library administration in which the new efficiencies offered and required by automation call for new staffing patterns.

Reexamination of gift policies has also taken place. As financial, personnel, and space resources are stretched, many libraries have felt a need to restrict their acceptance of gift materials or relax their restrictions on sales of unwanted material. In some public institutions, the matter has been complicated by the fact that library materials,

including unwanted gifts, are considered state property and cannot be disposed of. The consequent need for diplomacy in refusing unwanted gifts is a concern to almost all libraries; tactful ways of declining, such as suggesting other institutions and explaining the library's space and budget constraints, were listed as methods used. In some cases, however, libraries find themselves in the position of accepting a gift for financial or political reasons, which is sometimes disposed of discreetly at a later date.

Recent changes in U.S. tax laws have also had an effect on gifts programs. The requirement that a recipient institution retain for two years any gift valued at $500 or above (such gifts require the donor to file IRS form 8283) before disposing of unwanted portions has caused many institutions to refuse large gifts. Conversely, some U.S. libraries feel that the 1989 tax law change regarding the alternative minimum tax (since rescinded), which limited the deductions possible for large or valuable donations, caused a decline in the number of collections offered. Of course, Canadian libraries have not felt repercussions from the U.S. legal changes. Interestingly enough, however, while no U.S. respondents indicated having had legal problems with taxes on gifts, some Canadian university libraries reported legal difficulties because of their in-house valuations.

All libraries surveyed have received requests for valuations, but it should be remembered that while Canadian laws do not prohibit donee evaluations as U.S. laws do, this applies only to gifts valued at less than $1000 (Canadian).

While almost all libraries refer donors to qualified professionals when asked for appraisals, respondents mentioned other solutions as well, for example, allowing the donor to look up prices in the library's dealer catalogues or auction records, giving a general idea of a book's value, or even arranging for an outside appraiser to visit the institution each year to assess large or valuable gifts. Several respondents clarified their answer regarding recommending appraisers by pointing out that they do not so much recommend as provide names for a donor to choose from.

Finally, a major development of the past decade, whose ramifications have been felt upon exchange programs, was the breakdown of the former Soviet Union and the many other political upheavals and uncertainties around the world. Since the majority of exchange programs in U.S. libraries are with foreign institutions, these changes have been reflected in the work of exchange units.

Twenty-six libraries (42%) reported a decrease in exchange activity, and while this may not be entirely due to recent world events, a number of respondents specifically cited conditions in the former Soviet countries as directly affecting the availability of desired exchange receipts.

Budgetary and personnel changes have also had an impact on exchange activity, and once again while other factors may be at work, nine of the respondents who reported declines in exchange activity specifically mentioned budget or staff cuts as causal factors.

Conclusion

The question remains: Are libraries phasing out their G&E programs? Some of the collected data would seem to support this conclusion, yet this appearance may be more a reaction to recent economic pressures than a long-term movement. While international uncertainties have profound effects on exchange programs, rendering them perhaps less viable, there is little doubt that libraries will continue to find exchange programs a useful means of obtaining materials while engaging in a mutually beneficial sharing of resources with other institutions. Furthermore, it is certain that libraries will continue to receive gifts, both in-kind and monetary. It is therefore unlikely that G&E programs will disappear from the library scene.

This SPEC Flyer and Kit were prepared by Catherine Denning, Brown University, with Howard C. Bybee, Brigham Young University; Steven Carrico, University of Florida; Vincent Golden, Illinois Institute of Technology; Penny Schroeder, Bowdoin College; and Kathy Wachel, University of Iowa, as part of the OLMS Collaborative Research/Writing Program.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

The Gifts and Exchange Function in ARL Libraries

A SPEC Kit compiled by

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March 1999

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SPEC Kits and Flyers can be ordered directly from the ARL Office of Leadership and Management Services or through your library vendor or subscription agent. For more information, contact the ARL Publications Department at (202) 296-2296, fax (202) 872-0884, or <pubs@arl.org>. Information on this and other OLMS products and services can be found on the ARL website <http://www.arl.org/olms/infosvcs.html>. The website for SPEC Kits and Flyers is <http://www.arl.org/spec/index.html>.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 241

The Gifts and Exchange Function in ARL Libraries

March 1999

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SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES

August 8, 1996

To: SPEC Liaisons

From: Catherine Denning, Brown University
Howard C. Bybee, Brigham Young University
Steven Carrico, University of Florida
Vincent Golden, University of Illinois
Penny Schroeder, Bowdoin College
Kathy Wachel, University of Iowa
Laura Rounds, ARL/OLMS Program Officer for Information Services

Re: SPEC Survey and Call for Documentation on the Gifts and Exchange Function in ARL Libraries

We are seeking to update the status of the gifts and exchange (G&E) function in ARL libraries. The last survey on this topic was published in 1985 and contained information on policies and procedures, automation, organizational changes and charts, position descriptions, and donor information. This year, we are seeking information on many of these same topics in addition to exploring some new aspects.

Please send completed survey and supporting documentation no later than September 6, 1996.

As all supporting documentation is subject to inclusion in the resulting SPEC Kit, please provide the best possible copy and make all notations in pencil or on a separate sheet.

21 Dupont Circle
Washington, DC 20036
202 296 2296 telephone
202 872 0884 fax
http://www.arl.org/

THE GIFTS AND EXCHANGE FUNCTION IN ARL LIBRARIES

Note: There were 72 reporting institutions (61%) out of 119 surveyed.

SUMMARY AND TABULATION

1. Does your library have a gifts and/or exchange section?

Yes	57
No	15

Note: There were five institutions that responded no to having separate units for gifts and/or exchange work, but continued answering survey questions. The addition of these five makes the total number that completed the survey 62.

2. Under which department is this function?

Acquisitions	23
Collection development/management	17
Serials	0
Combination	15
No G&E unit	4
Other	3

3. Has there been organizational change affecting G&E work in your library since 1985?

Yes	46
No	16

If yes, what are these changes?

Change of department	26
Increase in staff	6
Reduction of staff	21
Other	2

Note: Several institutions have experienced more than one type of organizational change, while others have experienced none. Therefore, these responses are not mutually exclusive.

4. What factors have influenced any organizational change?

General library reorganization	35
Budget or staff reduction	19
Other	7

5. What is the number of staff (full-time equivalent) in the gifts unit?

0	3
.1–.5	12
.6–1	15
1.1–2	18
>2	14

Note: Even institutions without a separately administered G&E unit gave numbers of staff involved. Numbers on student help, however, are not listed here.

6. What is the approximate number of volumes/pieces received annually?

Under 1,000	1
1,000–4,999	11
5,000–9,999	19
10,000–49,999	23
50,000–99,999	4
100,000 and over	1
Unknown	3

7. What is the percentage of gift material added to collections?

Under 25%	28
25–49%	24
50–74%	6
75–100%	3
Unknown	1

Size of library collection:

Under 500,000	0
500,000–1,000,000	1
1,100,000–2,000,000	13
2,100,00–3,000,000	21
3,100,00–4,000,000	4
Over 4,000,000	10
No answer or unknown	13

Automation in Gifts and Exchange Operations

8. Has the use of automation for G&E changed or increased in your library since 1985?

Decreased	0
Increased	51
Unchanged	9
NA	2

9. Does your library maintain an electronic database for gift or exchange activities?

Yes	33
Online	2
No	26
NA	1

10. What software is used?

FoxPro	6
dBASE	10
Excel	1
FileMaker Pro	5
NA	22
Other	
AlphaFour	1
Benefactor	1
DataPerfect	1
Dynix	1
FundMaster	1
Library Master	1
MS Access	3
MS Cardfile	1
MS Works	1
Notebook	1
NOTIS	1
Paradox	1
PC-File	3
ProCite	1
Q&A	1
RapidFile	1
SAS	1
WordPerfect	3

Note: Many institutions use different softwares for different functions.

Please discuss any pros or cons of your system:

System	Pros and/or Cons
dBASE	"We are able to download bibliographical data for most titles on one of our offer lists from CLIO, the Columbia University Libraries Catalog Online; this procedure has cut our production time in half."
dBASE	"Can provide customized reports to management quickly. Can modify files in our own unit, adding or deleting data fields, etc."
dBASE	"Operates as a stand-alone application which is not linked to our ILS."
FileMaker Pro	"Our FileMaker Pro database was designed by our gifts assistant and can be searched by any field designated. However, being a stand-alone system it has a finite memory capacity."

(cont'd)

System	Pros and/or Cons
FileMaker Pro, Word Perfect	"The system tracks gift and exchange activities, creating correspondence and dated information for serials claims as well as giving an automated summary of receipts from partners. Its principal disadvantage is that it is home-grown and thus undocumented, except as the creator, now in another part of the University, remembers it."
FoxPro	"Our system primarily prints mailing addresses on Avery adhesive labels and produces various lists and reports. As the program was specifically designed to our specifications, our address label does not restrict us to the usual 3 to 4 lines of no more than 22 to 28 letters . . . . Additional data placed on the label, such as number of copies/items sent, title of journal, and volume and number clearly identify the contents of the envelope, which is quite useful if replacements need to be sent whenever a wrapper without contents is received by an exchange partner or where the Postal Service returns a wrapper to us lacking its contents."
Innovative Interfaces	"This system is being phased out and the Gifts Section will use Library Master."
MS Access	"We need a new file that will be more flexible, larger capacity, consist of fields where specific financial information can be accessed and is available to authorized users. Therefore, we will be changing to Microsoft Access in the near future."
MS Works	"The software is fairly easy to use and it is inexpensive."
PC-File	"Pros: PC-File allows us to sort the databases by the various fields. With some of the databases, the records are used for writing letters. We also use the PC-Label program with the PC-File to create the mailing labels. Once you are in the database, it is fairly simple to create/search/edit records, which makes it easier when training part-time staff. Cons: The software that we are using is DOS-based. By moving to Microsoft Access, we will be using a Windows-based software. Also, because it [PC-File] is a DOS-based software, it requires additional steps/editing when trying to export files or just copy one record into a Windows-based software. . . ."

11. Have there been any changes in your library's acceptance or disposal policy since 1985?

New acceptance policy (had none previously)	5
New acceptance and disposal policy (had none previously)	1
More restrictive policies (unspecified)	6
Less restrictive policies (unspecified)	1
More restrictive acceptance policy	10
More restrictive disposal policy	1
Less restrictive acceptance policy	4
Less restrictive disposal policy	4
More restrictive acceptance, less restrictive disposal	4
No change	22
Have no (acceptance or disposal) policy	4
Other	5

- Less restrictive sale
- More restrictive interpretation
- More restrictive practice
- Revised

12. How do you handle the need to decline gifts without offending potential donors?

Suggestions include explaining that another library or institution may make better use of the gift, demonstrating lack of space for non-essential material, citing library policy, or the final caveat that no amount of care can completely prevent offense. On the other hand, several institutions state that they rarely decline, finding many unselected gifts suitable for exchange or booksales.

13. How does your library deal with unselected materials, duplicates, etc.?

Booksales and/or auctions	46
Donation to other institutions	44
Recycling	48
Combination of two above	16
Combination of three above	39
Other	

- Freebies to patrons
- Overseas Development Network
- Offer to local organizations
- Canadian Book Exchange Centre
- National Library of Canada, Ottawa
- Bid sales to dealers and vendors
- United States Book Exchange

Tax Laws

14. Have changes in tax laws had an impact on gifts activity in your library?

Yes	24
No	36
NA	2

General comments:

The IRS 2-year retention rule results in more work, storage problems.
Number of gifts [somewhat] declined.
More work to comply with IRS requirements.

Note: It is worth noting that, although not affected by changes in U.S. tax laws, three Canadian libraries participating reported being affected by changes in Canadian tax laws.

15. Does your library receive requests for appraisals?

Yes	62
No	0

If yes, do you ever assign a value to a gift?

Yes	11
No	51

If yes, do you recommend appraisers?

Yes	55
No	6
NA	1

If yes, have you experienced any legal difficulties?

Yes	1
No	61

EXCHANGES

16. Have the frequent political changes and unstable conditions occurring in many parts of the world affected your library's exchange activities?

Increased exchange activity	4
Decreased exchange activity	26
Decreased but now increasing	3
No change	18
Unknown	1
NA	10

17. Have budgetary or personnel changes affected any of your exchange programs?

Increased exchange activity	1
Decreased exchange activity	27
Different departmental administration	4
No change	19
NA	11

18. How does your library obtain materials for your outgoing exchange shipments?

Purchase alone	11
Supplied by parent institution alone	13
Other	2
Unwanted gifts	
Combination of above and/or others	24
NA	12

19. Does your exchange unit have its own budget?

Yes	13
No	36
Unknown	1
NA	12

If yes, please indicate annual range:

Under $10,000	4
$10,000–49,999	5
$50,000–99,999	2
$100,000 and above	2

VOLUME OF EXCHANGE ACTIVITY

20. What is the number of titles/volumes *received* annually on exchange?

	Serials	Monographs	Undifferentiated
0	0	2	0
Under 500	14	14	7
500–999	5	4	2
1,000–4,999	11	4	4
5,000–9999	1	3	0
10,000 and above	2	1	0
Unknown	2	3	–
NA	14	18	–

21. What is the number of titles/volumes *sent* annually on exchange?

	Serials	Monographs	Undifferentiated
0	3	9	0
Under 500	21	16	6
500–999	4	4	2
1,000–4,999	8	4	0
over 5,000	2	3	0
Unknown	14	16	–
NA	2	2	–

Responding Institutions

University of Alabama
University of Alberta
Arizona State University
Auburn University
Boston University
Brigham Young University
University of British Columbia
Brown University
University of California–Davis
University of California–Irvine
University of California–Riverside
University of California–San Diego
University of Chicago
University of Colorado
Colorado State University
Columbia University
Cornell University
Dartmouth College
University of Florida
Georgia Institute of Technology
University of Hawaii
University of Houston
University of Illinois at Urbana
Indiana University
University of Iowa
Iowa State University
Johns Hopkins University
Kent State University
University of Kentucky
Laval University
Library of Congress
Linda Hall Library
Louisiana State University
McMaster University
University of Maryland
University of Massachusetts
Massachusetts Institute of Technology
University of Miami
University of Michigan
Michigan State University
National Agricultural Library
National Library of Canada
University of Nebraska–Lincoln
University of New Mexico
New York University
University of North Carolina
North Carolina State University
Northwestern University
University of Notre Dame
Ohio State University
Oklahoma State University
University of Oregon
Pennsylvania State University
Purdue University
Smithsonian Institution
State University of New York at Albany
State University of New York at Buffalo
Syracuse University
Temple University
University of Tennessee
University of Texas
Texas A&M University
University of Toronto
University of Virginia
Virginia Tech
University of Washington
Washington University–St. Louis
University of Waterloo
Wayne State University
University of Western Ontario
University of Wisconsin
York University

REPRESENTATIVE DOCUMENTS

SPEC SURVEY PREFACE: GIFTS AND EXCHANGE FUNCTION

INTRODUCTORY COMMENTS

In the Academic Affairs Libraries (AAL) of the University of North Carolina at Chapel Hill, Gifts and Exchanges are for the most part separate, but interactive.

The Gift Unit within Acquisitions is primarily concerned with gifts, although it presently administers the distribution of State Documents, which has an exchange component for the Law School. The Serials Department handles both gifts and exchanges. The Acquisitions Department also receives some gift monographs from Serials. Exchanges are administered primarily in the Serials Department with some of these being for the Area Studies Units in Collection Development. The Area Studies Units also handle gifts.

Because Gifts and Exchange are essentially separate functions, I have developed two sets of questions from the survey, one for Gifts and one for Exchanges. Where a department or unit has overlapping responsibilities, I have organized that department under the function that dominates in that Department.

See Overview of Gifts and Exchanges.

GIFTS--SUMMARY

Acquisitions. The primary gift function is located in the Acquisitions Department. The following units also handle gifts: Collection Development--Latin American and Iberian Resources (LAIR), Slavic and East European Resources (SEER), and East Asian Resources (EAR), the various Departmental Libraries, and some of the Special Collections--Rare Book Collection (RBC), North Carolina Collection (NCC), Manuscripts, and Music. These receive and acknowledge their gifts, as well as depend on Acquisitions to direct appropriate material their way and, in the case of LAIR, to provide clerical support and data entry into the automated acquisitions system. The above mentioned four Special Collections and Area Studies are not included in the scope of this survey in questions related to Gifts. The Area Studies deal with a minimal amount of gifts, some of which are derived from the Acquisitions Department. With the exception of EAR, the Area Studies track gifts inconsistently.

Serials. Serials also handles gifts in the form of gift subscriptions and continuing gift serials--in conjunction with Acquisitions.

As a part of Acquisitions, the Gift Unit is subject to the various dynamics impacting Acquisitions--book budget fluctuations, staffing turnover, etc. Within the past five years the status of Gifts

SPEC SURVEY PREFACE: GIFTS AND EXCHANGE FUNCTION

within Acquisitions has evolved to a small degree from being viewed as competing for scarce resources needed to sustain Acquisition's primary function of purchasing material (Annual Report 1991-1992, Acquisitions Department, UNC-CH). This may be a consequence of streamlining measures within Acquisitions.

Gifts is also subject to Collection Development policy. Collection Development relies on gifts, particularly older imprints in the Humanities, to compensate for the years when we were under-funded and thereby support our archival function as an academic research library (ARL).

EXCHANGES--SUMMARY

The exchange function is multifaceted and for the most part the domain of the Serials Department and the Area Studies within Collection Development. Because of this, I separated out a different set of questions that apply to exchanges. Each unit concerned with the exchange function has its own set of questions and answers. Acquisitions involvement in exchanges diminished in the mid eighties following staffing decline when the cost in money and labor for exchange items became prohibitive.

Serials. Since the last SPEC Kit when official responsibility for exchanges was shared between Serials and Acquisitions, non-area studies exchange programs are now the domain of the Serials Department. (There is also a proposal to transfer responsibilities for distribution of state documents to this Department.) The Serials Department is currently conducting a study of the cost efficiency of exchanges. One possible outcome of this is to eliminate them altogether.

Area Studies. The following Area Studies in Collection Development also administer their own exchange programs: Latin American and Iberian Resources (LAIR)--in conjunction with Serials, Slavic and East European Resources (SEER), and East Asian Resources (EAR).

ORGANIZATIONAL CHANGE

Whereas the eighties were characterized by downsizing of Gifts and Exchange, in the nineties the Gift unit made gains in staffing, took on a higher public relations profile, and accommodated the broader changes taking place within the Acquisitions Department.

Historically the gifts operation in Davis Library has emphasized its public relations function over processing. This translated into an emphasis on acquiring gifts with increasing backlogs of them and less attention to the mechanisms of processing them, such as staffing and space. Giving more attention to processing

SPEC SURVEY PREFACE: GIFTS AND EXCHANGE FUNCTION

concerns through increased staffing via student assistants has resulted in a more assembly line, but less holistic and streamlined approach to Gifts processing. The Gifts Unit has also appropriated more space in the basement of Davis Library, which makes three different physical spaces that must be managed.

Acquisitions is divided into two sections: Bibliographic Searching and Order. The Gifts Unit, which is characterized by both searching and receiving functions does not fit tidily under either Section and has been located in both of these Sections. Beginning in 1983 when the Head of the Order Section was asked to become the "Gifts Librarian," Gifts was in the Order Section; then in 1992, it was transferred to the Searching Section and the Head of the Searching Section became the "Gifts Librarian." Since early 1995, it is once again organized under the Order Section.

In 1992 a new Gifts Coordinator was hired. This Library Assistant, who devoted 2/3 or less of her time to Gifts, was relieved of other responsibilities in the Searching Section in early 1993 and the position was upgraded to a Library Technical Assistant in mid 1993. Whereas the "Gifts Librarians" had little time to devote to the gifts area, a dedicated Gifts Coordinator became an active advocate for the Gifts Unit.

The work of the Gifts Unit is carried out primarily by the Gifts Coordinator, who acts as a liaison with Collection Development and the various other librarians responsible for Collection Development, and who supervises .75 fte consisting of two to three student assistants: a Graduate Assistant assigned by the Library School, and one to two other student assistants. The Gifts Coordinator and her staff are responsible for donor contact, arrangement for delivery and receipt of the materials, sorting for review by bibliographers with increasing responsibility for pre-reviewing and selection for searching, pre-searching and searching of items selected, and data entry of records for material added to the collection.

AUTOMATION

The reorganization of staffing followed the adoption in 1991 of our automated acquisitions system, INNOPAC. INNOPAC was a significant improvement library wise, impacting both gifts and exchanges. In 1993 we migrated to a new online catalog, DRA. Because of its more refined holdings statements indicating whether items were missing or withdrawn, we were able to make better decisions about the retention or discarding of gifts. Recent automation enhancements, such as a PC dedicated to Gifts, may have implications for the organization of staff and duties.

SPEC SURVEY PREFACE: GIFTS AND EXCHANGE FUNCTION

Increasing use of electronically transmitted records within acquisitions and other automated streamlining trends will most likely necessitate some future departmental reorganization. What impact that will have on the Gift operation is yet to be seen. What does seem certain is that while Acquisitions processes become increasingly automated and streamlined, the nature of gifts dictates that gift acquisitions will remain a more traditional manual process. Gifts processing is limited in the degree to which it can be automated. While we can search using electronic databases, INNOPAC and DRA--our online catalog, because we deal with older materials, we still must search the Card Catalog and sometimes the further step of checking the condition of book owned by the library. However their is now hope for exploiting our automation for tracking donors, backlog management, and streamlining paperwork.

DOCUMENTATION

Documentation and refinement of gift procedures have developed over the past five years, mostly in response to a need for training material. New material has been created, older material has been updated, and material pertaining to the rest of Acquisitions has been adapted to Gifts. Updating of this material usually lags behind changes. We have also developed procedures in conjunction with the Serials Department.

Auburn University
Auburn University, Alabama 36849-5606

Auburn University Libraries
Ralph Brown Draughon Library

Telephone (334) 844-4500
FAX (334) 844-4424

Work-flow Description, Gifts and Exchange Section
Draughon Library, Auburn University
September 1996

1. The G & E Section receives the donation and records the wishes of the donor with regard to such matters as whether to return items not added and the wording on giftplates, if used.

2. The G & E librarian gives the materials a cursory examination to try to identify those items not worth adding. These are removed and probably either placed on our "free" table or else put into recycling. G & E personnel check each remaining item against our online catalog. The G & E staff and student assistant check duplicates against copies already held to ascertain whether the library's copy is available and whether its condition or its use justifies additional copies. The G & E librarian then decides which items to add (enlisting, when necessary, the advice of subject specialists and branch librarians), and then has the G & E staff try to find an OCLC record for each item and prepare a processing slip for each. Also at this stage, rare or "rush" items are identified and given special treatment.

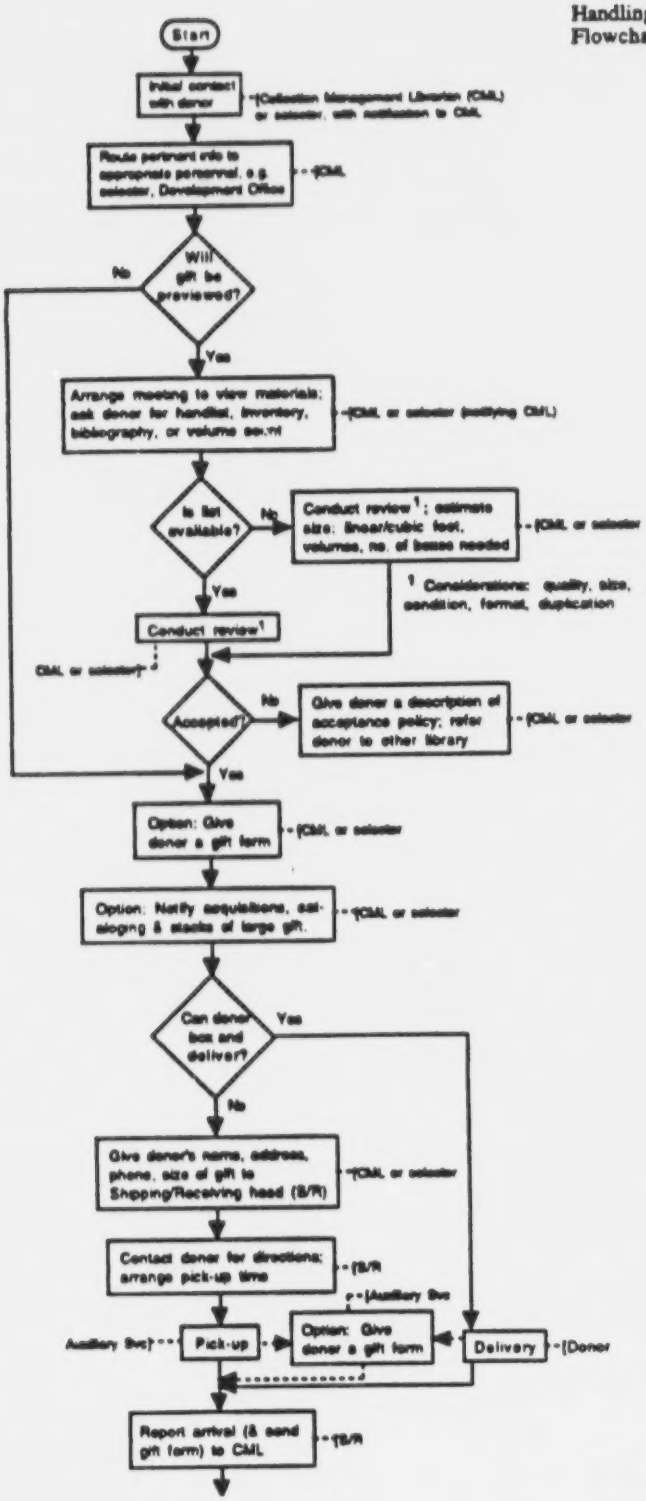
3. The G & E librarian composes a letter of acknowledgment informing the donor of the final disposition of the books and serials, at the same time arranging, when necessary, the return of those materials not added. An annually-updated enclosure to the letter informs the donor of his or her obligations under the laws regulating the declaration of gifts as tax deductions.

4. Materials go to Physical Processing where giftplates are affixed, items are repaired, and in-house binding is done when necessary.

5. Materials go to Serials Department where all serials are identified, removed from the group, and cataloged.

6. The remaining items go to Monographic Cataloging to be cataloged and shelved.

Handling of Gift Materials
Flowchart


Start
Initial contact with donor
Route pertinent info to appropriate personnel, e.g. selector, Development Office
Will gift be previewed?
No
Yes
Arrange meeting to view materials; ask donor for handlist, inventory, bibliography, or volume estimate
Is list available?
No
Conduct review[1]; estimate size: linear/cubic feet, volumes, no. of boxes needed
Yes
Conduct review[1]
[1] Considerations: quality, size, condition, format, duplication
Accepted?
No
Give donor a description of acceptance policy; refer donor to other library
Yes
Option: Give donor a gift form
Option: Notify acquisitions, cataloging & stacks of large gift.
Can donor box and deliver?
Yes
No
Give donor's name, address, phone, size of gift to Shipping/Receiving head (S/R)
Contact donor for directions; arrange pick-up time
Auxiliary Svc
Pick-up
Option: Give donor a gift form
Delivery
Donor
Report arrival (& send gift form) to CML

(cont'd on next page)

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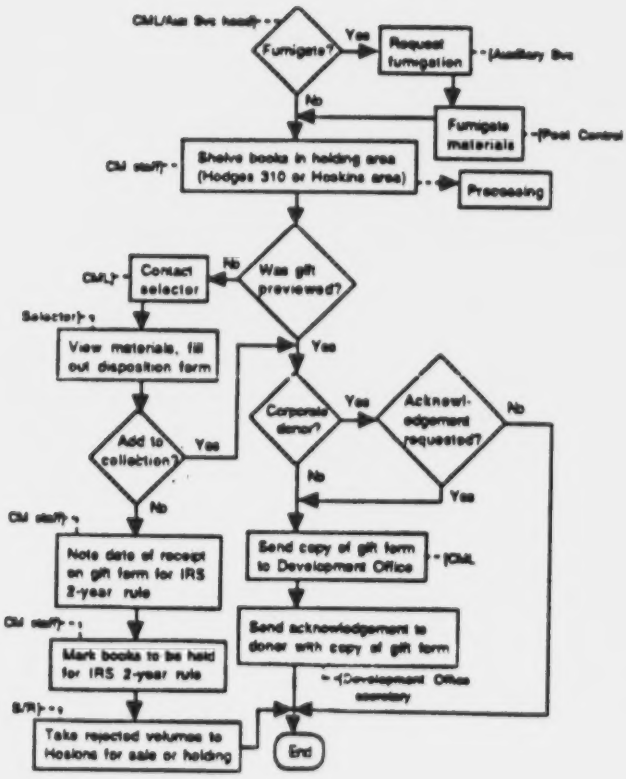

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PROCEDURES FOR ACCEPTING GIFTS IN KIND

1. G&E determines if a gift is to be dropped off or picked up and notifies Library Receiving. All gifts are delivered to G&E in the Science Library except those which go directly to Special Collections, East Asian or SouthEast Asian areas.

2. The gift is counted, a donor card set up, the information entered into the online donor file and acknowledged by G&E if the gift is valued under $250. Library staff acknowledgements are sent by e-mail; campus staff and the community using the Library Acknowledgement postcard. An acknowledgement letter approved by the Development Officer may be sent if the gift is considered special (which may be sent by the Development Officer or by G&E). All gifts over $250 will be acknowledged by the Development Officer who will prepare the U-DEV reports. East Asian, SouthEast Asian and Special Collections will write their own acknowledgement letters with a cc to the Development Officer and G&E. After receiving the copy of the acknowledgement letter from these entities, G&E will set up a donor card and enter the information into the online donor file.

3. Donations are sent to the Gift Approval shelves and set up by subject for bibliographers' review who place gift tags in accepted titles.

4. G&E enters all accepted gifts except duplicates and less than 20 years between editions into ANTPAC with a bibliographic and order record. The material is then sent to Cataloging. (Duplicates and editions less than 20 years are accepted if the bibliographer has given approval.) Ongoing gift subscriptions must be approved by the AUL for Collections.

5. The material which is not accepted is sold by the Friends of the Library Bookstore, sold to vendors, or given away to other libraries or institutions.

6. All gifts become the property of the University of California, Irvine.

The UCI Libraries

Accepting Gifts in Kind to Special Collections, East Asian Collection, or Southeast Asian Archive

Gifts of material to the UCI Libraries are referred to the Gifts and Exchange Office for review and consultation with the AUL for Collection Development and appropriate Librarians before accepting a gift on behalf of the Library. For gifts estimated to be valued at $250.00 or more, the Development Office assists with reporting and acknowledgement.

** Public Service Desk queries regarding gifts and offers of material are to be referred directly to the Gifts and Exchange Office: Sylvia Goldberg, 824-6831*

East Asian, Southeast Asian Archive and Special Collections Bibliographer Responsibilities:

1. Obtain name and phone number of person offering the gift.

2. Obtain information about the gift being offered: Content, quantity, subject matter, special features.

3. Let the donor know that someone will get back to them promptly. Refer the information along with comments and suggestions via e-mail (creates written record) to Gifts and Exchange and AUL for Collections.

4. Bibliographers for Special Collections, East Asian Collection or Southeast Asian Archive will review their own gifts to their respective collections and make sure the appropriate Library people are notified and involved in the discussion /decision regarding acceptance of the gift, including Gifts and Exchange Office, AUL for Collections and in some cases, the Development Office.

5. The Bibliographer coordinates follow-up contact with the donor and makes arrangements for acceptance of the gift or provides referral to another institution when possible.

6. The Bibliographer writes their own original acknowledgement letter to the donor, with copies to the Gifts and Exchange Office, AUL for Collections, and the Development Office.

Reporting Gifts in Kind to University Advancement

Suggested cut off for reporting GIK on U-Devs: $250.00

Justification:

-Meets new tax law requirement
(Starting with 1994, Donors need documentation to claim a charitable deduction for a gift of $250 or more. Documentation must contain description of items contributed and state the value of any goods or services provided to the donor by the charity (library).)

-Donor receives receipt at end of year from University Advancement

-Donor receives acknowledgement from Library Development Office at time of gift including itemized description but no dollar amount.

-Reduces workload for Advancement

-Reduces workload for Gifts & Exchange in library

-Sets a level of "relevance" for GIK

-G&E statistics not impacted

June 27, 1991

F.5 Gifts (see also J.5.9)

F.5.1 Policy

The acquisitions department is responsible for acquisition and coordinating the processing into the collection of gifts in kind. Gifts added to the collection are governed by J.5.9 (Gifts). Additional costs involved with acceptance of gifts are paid from operational funds as approved by the director/associate director. Accounting maintains fiscal records.

Policy and procedures for gifts of funds (cash) are included in J.5.9.

F.5.2 Procedures

1. Initial contacts for gifts

Gifts may come from a variety of sources. Any service point may receive offers of gifts.

a. Onsite

If any individual brings materials to the libraries, the service point accepts the gift with the proviso that the libraries may add materials to the collection and/or dispose of them. The name, address, and telephone number of the person is obtained and sent to the gifts and exchanges section along with the materials.

b. Telephone

In general, referral of a phone call to gifts and exchange is preferred to handling a contact at another service point. If the circumstances require staff at the service point to handle the call, then the staff member should obtain information in order to complete the "in-kind donation information sheet." The caller is advised that staff from gifts and exchange will contact her/him abut the proposed donation. The libraries does not usually accept outdated textbooks, popular paperbacks, books in poor condition, duplicate copies, popular journals or U.S. government documents.

F.5.2.2.

2. Screening of gifts

a. Telephone

If gifts and exchange staff handle the call, there is an initial screening of materials based upon the description of the materials proposed for donation. A follow-up call may be made after checking holdings for periodicals titles. The libraries seeks to weed out items that the libraries will not want and cannot be easily disposed of. Staff will accept journals likely to be of research value to other libraries even if the libraries does not need the title if there is space available.

b. Large gifts in-kind

There are many requirements associated with acceptance of large gifts in kind, that is, collections greater than 180 volumes or pieces. The head, acquisitions department is responsible for coordinating the assessments needed to establish the requirements for processing large gifts in-kind. This process is initiated by receipt of a "description form in-kind donations" from a selector or the collection development officer. If possible the gifts and exchange staff work in conjunction with the selector to screen large gifts at the donor's site.

(1) Selector, collection development officer, or gifts and exchange staff:

(a) Completes description of the collection using the "description form for in-kind donations.

(b) Collections development officer comments on value of gift to collection.

(c) Collection development officer sends description form to gifts and exchange section.

F.5.2.2.b.(2)

(2) Head of acquisitions department

(a) Has gift and exchange staff distribute description form along with the "description form for in-kind donations to the following department heads: access services, catalog, and to the collection development officer.
(b) Routes copy of the description form to administration and development officer.
(c) Has staff in gifts and exchanges prepare an estimate of support and resources required for pick-up or receipt of materials. A recommendation of use of libraries van or other mode of transport. An estimated processing time and schedule is established for the collection.
(d) Reviews reports from all departments and follows-up on any concerns or problems noted with appropriate parties.
(e) Contacts department heads in public services to supply additional staff to assist pickup of materials as needed.
(f) Establishes with selector or collection development officer who will follow-up with donor.
(g) Submits forms and requests for support to the associate director.

(3) Head of access services department (or delegate)

(a) Verifies the number of materials for the gift.
(b) Ascertains the ability to shelve in the libraries or place in storage the materials (back runs of more than 20 volumes will be considered for storage). An estimate for shelving shall be supplied if applicable.
(c) Indicates services required from facilities along with their costs.
(d) Returns completed information to head of acquisitions.

F.5.2.3.

3. Receipt of gifts

Normally, donors are encouraged to bring gifts to the libraries, depending on the size of gift. Special arrangements can be made for pick-up by gifts and exchange staff.

a. Gifts larger than 6 boxes

Gifts and exchange staff may request assistance from the selector's department in order to pick-up materials.

b. Large gifts in-kind (greater than 180 volumes or pieces)

The head of acquisitions coordinates receipt of large gifts in kind.

(1) Head of acquisitions department

(a) Notifies the head of access services, the collection development officer and head of cataloging of the timetable and plan for receiving the collection.
(b) Arranges transportation from source other than facilities.
(c) Assigns staff to pickup and deliver to libraries. Coordinates requests for other staff to assist if needed.

(2) Head of access services department

(a) Schedules use of libraries van for transport if applicable.
(b) Arranges with facilities for support services if applicable.
(c) Places order for shelving if applicable.
(d) Arrange for storage space at depository if applicable.

(3) Collection development officer

(a) Receives forms from head of acquisitions and notifies selectors of the time table for the gift.

F.5.2.3.b.(3).(b)

(b) Forwards forms to gifts and exchange section for retention.

(4) Head of catalog department

(a) Indicates time needed to catalog and process the collection.
(b) Consults with head of access services if commitments require that the collection remain unprocessed in whole or part for a time about how the collection will be stored and designated in the interim.
(c) Consults with the selector or collection development officer if part of the collection can be processed about the priorities for processing.
(d) Has preservation staff assess the need for preservation supplies/treatment and time required to preserve (if applicable) the collection.
(e) Provides recommendations and costs for cataloging and processing.
(f) Reports special concerns pertaining to the collection.

(5) Assistant director for technical services/associate director

(a) Returns approval to head of acquisitions department.
(b) Forwards funding approvals to accounting services.

4. Acknowledgement of gifts in-kind

a. Selector

The selector may inform the head of acquisitions that he/she will personally acknowledge a gift. Copies of the letter is sent to the gifts and exchange section and to the development officer.

b. Gifts and exchange staff

Staff send written acknowledgement of routine gifts except as in F5.2.4.a/c. A copy is sent to the development officer. The staff does not itemize gifts.

F.5.2.4.c.

c. Large gifts in-kind

The collection development officer determines who sends acknowledgement for the gift if one is needed.

(1) If the gift is valuable or special in nature, the collection development officer may provide a response or request one from the director of libraries or the development officer. Materials added to the collection valued at $1870.00 or greater will be marked for the 1870 Club. Appraisal values are the responsibility of the donor.

(2) If the gift does not fall in to the valuable or special category, the person who completed the form will send acknowledgement.

In either case, a copy of the letter is sent to the development officer.

5. Processing of gifts

Gifts and exchange staff regularly place materials on shelves in the section for review and approval/rejection by libraries selectors. Large gifts will be processed according to the conditions stated in the routing form.

a. Disavowal

Anyone who works for the university or another government agency are automatically required to fill out a disavowal form.

b. Gift plates

Gift plates are placed in the books according to the desire of the donor. Plates are prepared by gifts and exchange staff except for special gift plates. Special plates are handled by the initiating department in the libraries. Normally, plates are not placed in serials.

F.5.2.6.

6. Discards

The libraries offers materials not needed for its collections to other libraries or public agencies, according to the policies for surplus property in the university purchasing manual. Materials cannot be sold that have been purchased with state or federal funds.

a. Exchange

In disposing materials to other libraries, the libraries works in accordance with its network agreements, e.g., CARL and other Colorado libraries, RLG and the Duplicate Exchange Union. If materials are not wanted by these grups, the libraries can offer materials to groups such as the Overseas Develoment Network student group, Human Concern International student group, the Institute of Agriculture and Animal Science - Nepal, and the friends of the Fort Collins Public Library.

b. Sales

Gifts and exchange staff may arrange sales to vendors or book sales in order to dispose of materials not needed for the collection.

c. Individuals

The libraries does not allow individuals or staff to take materials, but instead follows procedures that allow equal access to unwanted materials such as book sales.

7. Records

Gifts and exchange staff keep records al all gifts in-kind. A roster of donors is maintained by the development officer.

April 16, 1991

J.5.9 Gifts

The libraries regularly solicits and/or receives donation of gifts in kind (books and serials) and gifts of funds. Gifts in kind added to the collection and gifts of funds used to purchase material are intended to enrich the libraries' collections. These materials are useful and enduring additions to the resources of Colorado State University.

A. Policy

The processing of gifts in kind is the responsibility of the gifts and exchange section of the acquisitions department. At the initial contact, gift and exchange staff gather information about the nature of the gift, including any special conditions and may consult with the appropriate selector before accepting the donation.

Gifts of funds are referred to the libraries development officer, who in turn forwards them to the Colorado State University Foundation.

Before gifts are accepted, donors must understand the following libraries' policies:

1. Gifts in kind (books and serials)

   a. Subject specialists review gift materials and select material to support the instructional and research programs of the university.

   b. Items selected for the collection are cataloged and shelved with other materials in the same subject field.

   c. Materials are available to all patrons in accordance with the libraries' rules and regulations for borrowing.

   d. Material not selected for the collection is offered to other institutions and public agencies.

   e. Complimentary or review copies of books received free may be donated to the libraries, but cannot be used as a tax deductible gift.

J.5.9.A.1.f.

f. Non-print materials may also be included.

2. Gifts of funds (cash)

a. Deposited in the university foundation. The Foundation will send a receipt to the donor.

b. Expended by the libraries in accordance with the terms of the gift. The foundation office and the libraries development officer will notify acquisitions and selectors regarding terms of the donation.

c. Subscriptions are not normally purchased with gifts of cash.

3. Gift subscriptions by personal donors

a. No original subscriptions in the main library are to be placed or replaced by personal donor subscriptions, unless specially exempted by the collection development officer in conjunction with the selector and acquisitions librarian. These are "front line" subscriptions and for the benefit of patrons, absolute control is necessary. Terms for exemptions to this policy will include agreement by the donor to provide a three year subscription, to guarantee prompt delivery to the libraries, and to handle problems with missing issues or billing with the supplier.

b. Second copy subscriptions, or bindery copies, may be considered for personal donor subscriptions, as long as the primary subscription is being maintained.

c. Branch libraries may utilize a subscription maintained by a personal donor as long as this involves a relatively low percentage of the total subscriptions for the branch library.

J.5.9.A.4.b.

If the libraries decided not to add part or all of the material that was donated, the libraries will not sell or exchange the material for two years after the date of receipt of the contribution. This is to allow for the possibility of a tax audit.

Amended to allow disposal of items to other public institutions.

5. Large gifts in kind

Large gifts involve an investment of staff time and effort as well as the possible acquisition of equipment. Large gifts are defined as those which contain more than 180 volumes. In order to assure knowledge of and prepare for receipt of large gifts, appropriate parties are notified and made aware of the issues involved. For technical services, processing, preservation, and cataloging needs can be anticipated; for access services, this includes shelving and storage requirements; for selectors, the subsequent assessment concerns for accepting such gifts.

Selection decisions remain with those responsible for collection development. Acceptance of gifts raises matters of costs which need to be incorporated when determining acceptance. It is important that planning for cost and handling of large collections occur prior to their acceptance. In some cases, circumstances may dictate a decision to receive a collection in advance of planning. The associate director will approve such decisions. Selectors need to be aware of the logistics, costs, and timing for incorporating large gifts. Usually, a minimum of two weeks is necessary to review large gifts and arrange pickups. The awareness will contribute to better communication among all parties.

B. Procedures

The gifts and exchange section staff coordinates the procedures for processing gifts in kind; the libraries development office coordinates procedures for processing gifts of funds.

J.5.9.A.4

4. Appraisal of gifts in kind

a. The libraries adheres to the following policy of the university as promulgated by the Colorado State University Foundation, June 12, 1974:

The attachment of value to the item(s) is to enter a value of the item(s) for internal university purposes. Under no circumstances will the University, per se, act as an appraiser to establish the value of the item(s) for the donor(s). The university will, however, cooperate fully and assist the donor(s) in contacting appropriate authorities to establish a proper value of the item(s) for tax purposes from the donor(s) standpoint. In the final analysis, and pursuant to internal revenue service code, it is the qualified appraisal of the item(s) being contributed to the university.

This policy excludes those gifts solicited and received by the special collections department.

b. Gifts valued at $5,000.00 or more

The tax law passed by congress in 1984, with an effective date of January 1, 1985, requires stringent documentation for gifts valued at $5,000.00 more. If a gift valued at $5,000.00 were given to the libraries, or if gifts of "similar items of property" were given to one or more institutions and the value of the gifts to all institutions totaled $5,000.00, then the donor must obtain an appraisal from a qualified appraiser and a summary must be attached to the taxpayer's return. A qualified appraiser is defined as one who is objective, qualified in the field, and unconnected with either the donor or the donee. All appraisal fees are the responsibility of the donor. The appraisal must provide description, fair market value, basis for valuation, appraisal statement about purpose, appraiser's documentation, donor costs and acquisitions information, and appraiser's signature and T.I.N. number. The libraries requires a copy of this appraisal for permanent record keeping.

J.5.9.B.1

1. Gifts in kind (books and serials)

   a. Gifts in kind are reviewed by the collection development officer and/or appropriate selectors to determine suitability for the collection.

   b. Minor gifts are generally acknowledged by the gifts and Exchange staff.

   c. A selector wishing to acknowledge a gift should inform the acquisitions librarian and send a copy of the letter to the gifts and exchange section for record keeping.

   d. Gift plates are placed in books selected for the collection if the donor wishes.

   e. The gifts and exchange staff keep appropriate records for all gifts in kind.

2. Gifts of funds (cash)

   a. All cash donations received directly by the libraries are referred to the director or libraries development officer and are transmitted to the Colorado State University Foundation. Major gifts of funds are referred to the director for acknowledgment. In special cases, selectors may also wish to respond to a gift. This should be pursued with the gifts and exchange section to avoid duplication of effort.

   b. All donations received by the libraries from the Colorado State University Foundation are acknowledged by the foundation. Unless the foundation states otherwise, this is not a library responsibility.

   c. Accounts for cash gifts are assigned by the assistant to the director (fiscal services) in consultation with the acquisitions librarian, the collection development officer, and the libraries development officer. Contributions will be separated into accounts according to the donor intent. All gifts which are specifically designated for the purchase of books will be held in one account, while undesignated contributions will be held in another account.

J.5.9.B.2.c.

In the letter of acknowledgment to the donor, it will be stated that the gift will be used where needs are greatest. The monograph section of the acquisitions department is subsequently informed when a new fund is established.

d. If cash gift funds are restricted to specific subject area purchases, the acquisitions librarian coordinates the ordering of titles with the collection development officer and appropriate selectors. Titles purchased with gift funds are ordered by the monograph section or the serials section as required. Gift plates may be prepared by the ordering department when the name of the donor is provided or when the acquisitions librarian deems fit.

e. When cash gift funds re not designated by subject area, the materials budget review committee will decide how to allocate. Once a year, soon after the commencement of the fiscal year in July, MBRC will review these funds along with appropriate input from selectors.

f. The libraries' development office keeps records for all gifts of cash.

COLUMBIA UNIVERSITY LIBRARIES

Gifts-in-Kind Policy

Columbia University Libraries welcomes and solicits gifts of books, manuscripts, exhibition catalogs, music, microform, and other materials. We also accept funds for the purchase of items which enhance existing collections, support the major instructional and research programs of the University, or deserve special consideration because of their uniqueness, importance, or value. Particular interest is paid to scholarly, current, or rare items in good physical condition with value for fields in which the University sponsors graduate and post-graduate research.

How to Make a Donation
Those interested in donating materials should contact John McNees, Head, Gifts and Exchanges, at (212) 854-3532, to discuss the intended gift. If necessary, arrangements may be made for a pick-up after the collection has been reviewed and accepted.

Acceptance
The Libraries retains the right to accept or decline gifts. Gifts-in-kind are accepted with the understanding that once received they are owned by the University. The Libraries reserves the right to determine the appropriate disposition of the donated material, whether it is selected for the collections or not selected.

Appraisal
Donors who wish an evaluation of their gifts for tax purposes are referred to the Internal Revenue Services' Publication #561, *Determining the Value of Donated Property*. The appraisal of a gift to the library for tax purposes is the responsibility of the donor who benefits from a tax deduction. Upon request, the Libraries may suggest independent appraisers for consideration by the donor.

Acknowledgement
Acknowledgement letters are sent for all accepted gifts. Although specific as to the quantity of material donated, the letters do not provide a listing of the individual titles donated.

Reporting
All gifts received through the Library system should be reported to the Gifts and Exchange Office, which maintains records of gifts received. These gifts are then reported to the Gift Planning Department in the Office of the Vice President for University Development and Alumni Relations.

INDIANA UNIVERSITY BLOOMINGTON LIBRARIES
POLICY ON GIFT MATERIALS
(Revised January 1995)

I. Gifts Policy and Procedures

II. General Policy

III. General Procedure
- A. Solicitation
- B. Acceptance/Acknowledgement
- C. Evaluation
- D. Disposal

IV. Processing
- A. Serials Processing
- B. Monographs Processing

V. Record Keeping and Reporting
- A. Record Keeping
- B. Reporting

VI. Appendices
- A. Sample Letters of Acknowledgement
- B. IRS Publications: "Donee Information Return" (Pub.8282), and "Noncash Charitable Contributions" (Pub. 8283)
- C. "A Closer Eye on Appraisals" (1985), C and RL News

I. GIFTS POLICY AND PROCEDURES

The development of the library collections at Indiana University Bloomington depends not only on the judicious selection and purchase of materials but also on gifts of books, periodicals, and other library materials. The Indiana University Libraries welcomes and solicits such gifts when they support the teaching, research, and other collection needs of the University.

This document is intended as a guide for the solicitation, acceptance, acknowledgement, evaluation, and disposal of gifts. The document should provide the basis for judgment in interpreting policy. Specific questions about policy should be resolved in consultation with the Library Director of Development, who will work with the Indiana University Foundation's legal department. Advice and current information on procedure can be solicited from the heads of the Monographic Processing Services Department ("Monographic Processing") and the Serials Department ("Serials").

II. GENERAL POLICY

The acceptance or refusal of a gift has an effect on the donor's perception of the Indiana University Libraries. The value of gift materials in some cases may lie in the goodwill developed through the contact with the donor. In all contacts, a record should be kept of the offer and response.

Gifts are ordinarily accepted only if they are deemed useful to the Libraries and if the donor specifies no conditions as to their use or disposal.

The Indiana University Libraries reserve the right to reject, prior to receipt, and to dispose of, after receipt, any materials deemed inappropriate to the collection needs.

If special conditions are requested by the donor, these should be reviewed carefully by the unit head(s) responsible for fulfilling the terms of the agreement in consultation with the Dean and the Development Officer. When special conditions are agreed upon, the Development Officer will prepare a written statement of the terms of the agreement and provide copies to the donor, the responsible unit head(s), and the administrative office files.

If a librarian determines that a gift has no value for his/her collection, the donor shall be referred to the Monographic Processing or Serials Gift Sections which will provide to donors the services listed under IV A and B (below).

In cases where the gift is unsuitable for the collections in Bloomington, they may be useful to other libraries in the System, or for exchange programs. In addition, they may be sold for the benefit of the research collection or offered to the Indiana University Librarians' Association (InULA) for their annual booksale. The gifts staff in Monographic Processing and in Serials can provide information ~~with~~ ABOUT other institutions and agencies which might be interested in the gift and they can provide the names and addresses of second-hand dealers to donors interested in selling their materials.

"Gratis" materials are not considered part of the gifts process. Both Serials and Monographic Processing have procedures for obtaining materials listed as gratis on purchase request forms.

III. GENERAL PROCEDURE

A. Solicitation

Solicitation of materials which will enhance the collection is encouraged. The letter of solicitation should be prepared on IU letterhead and the materials should be sent directly to the fund manager who prepared the letter. A copy of the letter must be sent to the Library's Director of Development. Once the material is received, the fund manager should make processing arrangements with the appropriate gifts staff in Serials or Monographic Processing. The acknowledgement letter should be written by the fund manager and copied to Library Development office.

B. Acceptance/Acknowledgement

All gifts should be accepted "on behalf of the Indiana University Foundation for the benefit of the University Libraries." It is standard procedure to acknowledge gifts in writing as required by the IRS. Sample acknowledgement letters appear in Appendix A.

Depending on the gift and the circumstances, the acknowledgement letter can be prepared by gifts staff in Serials or Monographic Processing, by the fund manager, or, in special cases, by the office of the Dean of University Libraries.

C. Evaluation

The Tax Reform Act of 1984, which became effective on January 1, 1985, as further amended in November 1993, effective January 1, 1994, is complex and requires information from the donor based on his/her total annual tax deduction (not just gifts to the Libraries) for noncash charitable contributions. Donors requiring information about evaluations for tax purposes should be referred to the Libraries' Director of Development. IRS forms 8282 "Donee Information Return" and 8283 "Noncash

Charitable Contributions Appraisal Summary" are useful for the donor. Copies of these forms appear in Appendix B.

The establishment of the gift's value for tax purposes is the responsibility of the donor. An employee of the University Libraries is a representative of the beneficiary and may not, as an interested party, provide a "qualified appraisal" of the value of the gift. However, we have been advised by the IU Foundation's General Counsel that, if the donor's gift to the Libraries is less than $500, a simple acknowledgement with the donor's estimated value will not likely be questioned by the IRS. This practice is provided only as a service to the donor and in no way relieves the donor of responsibility for proper appraisal of the gift.

If the value of a donor's charitable gifts is between $500 and $4,999, a formal appraisal is not required but some documentation is recommended and IRS Form 8283, "Noncash Charitable Contributions," must be completed by the donor. In such cases, a librarian may assist a donor by helping him/her use bibliographic and trade tools which supply price information, or by providing a list of names, addresses and telephone numbers of individuals who provide official appraisals.

In special circumstances, a librarian may choose to provide an estimated evaluation of the gift. The librarian's expertise, and citations (where available) of prices from authoritative sources, are considered a "justifiable basis" for the estimated value. Any letter to the donor should mention that he/she may have to provide an appraisal in the event the IRS questions the amount or source of the estimated value. Librarians are advised to provide this level of assistance only when the value of the gift and/or the value of the donor's goodwill are judged to be exceptional.

If it is anticipated that the value of the gift to the Libraries will exceed $5,000, or that the aggregate value of all of a donor's gifts for the tax year will exceed $5,000, those donating and accepting gifts should consult the IRS Tax Code 26 CFR part 1, as amended by P.L. 98-369 (Deficit Reduction Act of 1984). Such gifts require the donor and the Libraries to complete all parts of Form 8283, "Noncash Charitable Contributions," upon acceptance of the gift and Form 8282, "Donee Information Returns" if the Libraries dispose of the gift within two years.

D. **Disposal**

Disposal of library material, whether gifts, duplicates, or uncataloged surplus materials should be to the best advantage of the University. Personnel in the Serials Department's Gifts Section and the Monographic Processing Services Department's Gift Unit are available to offer advice and assistance as appropriate. Following are several options for disposal.

1. Referral and Discard: Materials judged to have library value, but which are not needed at the point of donation, may be referred to another unit in the system willing to accept them. Materials judged to have no value for the Libraries may be discarded by individual library units, preferably by using campus or other recycling facilities. Call Interlibrary Services to arrange pickup service.

In general, serials can be discarded by individual library units if they meet any of the following criteria (the librarian's judgment always being the overriding consideration):

U.S. weeklies, except recent (one year) issues and bound volumes; trade news journals; house organs; production statistics brochures; sales catalogs; college catalogs and alumni bulletins; state and local pharmaceutical journals; local bank, school, and civic publications; mimeographed publications; reprints of journal articles; experiment station publications; non-cumulative issues of serials published cumulatively; photo copies of journals.

In general, monographs can be discarded by individual library units if they are superseded editions, in poor physical condition, or otherwise considered unnecessary.

2. Exchange and Gifts of Materials: Appropriate materials may be used in the exchange programs of the University Libraries, or they may be given to other IU campuses and/or academic/research institutions, or given to other local agencies for use in their programs.

3. Sales: Materials that have been given to the University Libraries through the IU Foundation may be offered for sale to dealers in used materials, preferably for cash transfer. They may be sold in public sales like the one held during National Library Week, or a Fund Manager may decide to sell items of value separately as part of a booksale in his/her library. In the case of all sales, the Associate Dean for Collection Management shall be notified and the Director of Purchasing and Stores may be consulted. Money collected through sales is deposited in a designated Indiana University Foundation account to be spent for library materials under the direction of the fund manager and/or the Associate Dean for Collection Management.

IV. PROCESSING

A. Serials Processing

The Serials Department accepts gifts through fund managers and from donors under the policies and procedures outlined above. Appropriate fund managers are consulted about adding gifts new to the collections.

For gifts offered directly by donors, Serials requests the donor to send a list of the titles with full holdings information and to hold the material him/herself until the library staff determines what, if any, portion of the gift collection is needed. When gifts of serials are received by fund managers, it is requested that fund managers verify their holdings and forward to Serials only materials that need to be added to the collections.

The Gifts Section of the Serials Department provides the following support services to fund managers who have accepted the gifts, and to donors of gifts that a fund manager deems unsuitable for his/her collection.

1. Writing acknowledgement letters;
2. Assisting in arranging for the pickup and delivery of incoming collections;
3. Unpacking, sorting and disposing of materials;
4. Searching.

B. Monographs Processing

The Monographic Processing Services Department accepts gifts through fund managers and from donors under the policies and procedures outlined above. Appropriate fund managers are consulted about adding specific gifts to the collections.

The Gifts Unit of Monographic Processing Services provides the following support services to fund managers who have accepted gifts and to donors of gifts that a fund manager deems unsuitable to his/her collection.

1. Writing acknowledgement letters;
2. Assistance in arranging for the pickup, delivery and shelving of incoming collections;
3. Packing, sorting, and disposing of materials;
4. Preparing book processing slips;
5. Searching.

V. RECORD KEEPING AND REPORTING

A. Record Keeping

Sound record keeping is essential in so sensitive an area as gifts. A brief name and address file of donors may be employed and copies of letters of acknowledgement and/or evaluation should be permanently maintained by any unit accepting gifts, with notes as to the disposal of such material. The Central Donor File for IUB Libraries, which includes letters of acknowledgement from fund managers, will be kept by the Gifts Librarian in the Acquisitions Unit of Monographic Processing. Copies of all relevant correspondence and records should be provided for this file. This file is labeled Donor Records and is available for consultation through the Gifts Librarian in Monographic Processing.

B. Reporting

The Indiana University Libraries report gifts of any significance to the University Archives and the Indiana University Foundation through channels designated on each campus. The University's Founders Day Ceremonial includes these donors in its acknowledgement of gifts to the University. The reporting channel is as follows:

Gifts received in any of the library units on the Bloomington campus (with the exception of the Lilly Library) should be reported regularly to the Gifts Librarian in the Acquisitions Unit of Monographic Processing Services. These reports should include the name and address of each donor and the total number of books or volumes of serials. Special note should be made of gifts of major value. The Gifts Librarian is responsible for compiling records of donors and gifts to the IUB Libraries and for reporting them to the University Archives. Reports will be available to the Development Officer who is responsible for filing a Gift Transmittal form with the IU Foundation.

MICHIGAN STATE UNIVERSITY LIBRARIES

PROCEDURES FOR HANDLING GIFTS OF LIBRARY MATERIALS

The MSU Libraries do not maintain a centralized Gifts unit or operation. Donor contacts and review and acknowledgment of gifts are the responsibility of the Collections Management Division, through subject bibliographers.

Before consulting with a potential donor, bibliographers should refer to "Dos and Don'ts for Working With Donors" (appended) and familiarize themselves with the IRS publications referenced in that document.

In working with a porential donor, every effort is made to determine whether the proffered material is of genuine value before it is accepted. The goal is to avoid bringing into the Libraries material which will not be needed, either because it is out of scope or because it is already owned.

Inquiries from potential donors should be referred to the Collections Management Office, where a coordinator or a member of the office staff, if a coordinator is not available, will conduct a preliminary interview. The "Interview Form for Potential Donors" (appended) may be used to elicit the necessary information. If it becomes apparent in the preliminary interview that the material is not likely to be useful, the donation will be declined. If the contact appears worth following up on, a referral will be made, with the completed form, to the appropriate bibliographer.

Donors often contact the appropriate bibliographer directly, particularly in branch and special libraries, in which case the same procedures should be followed.

Inevitably, unsolicited donations of books are brought to the library loading dock or to one of the public service desks. In most cases, such items prove not to be needed. Staff in these areas are authorized to refuse to accept such gifts and to refer the individual to Collections Management, during office hours, or to provide the would-be donor with information about who to contact to learn if the material is wanted. A handout, "Donations of Library Materials", is provided for this purpose (appended). If the donation cannot be refused without unduly angering or frustrating would-be donors, staff in other areas may accept materials, with the donor's name and address if an acknowledgment is wanted, and forward them to the head of Bibliographic Support Services. Materials which are left at the doors or on the loading

dock should also be sent to the head of Bibliographic Support Services, who will discard materials which are obviously out of scope, and consult the appropriate coordinator about others.

If a proffered donation appears to have merit, the appropriate subject bibliographer should make arrangements to review the materials in the donor's home or office, especially if more than a few titles are involved, or may ask that a list be provided for checking, before the material is brought to the Libraries. If the list is extensive, student staff in the Bibliographic Support Unit are available to search it. Students are not available to compare duplicate materials to copies already in the collections.

If there is no way to avoid bringing unreviewed material into the Libraries, it is the bibliographer's responsibility to work with the appropriate coordinator to find a space to store it, and to expeditiously review and dispose of the material. Again, student staff are available to search larger groups of titles. The donor should clearly understand that the material may not be retained. In no case may the bibliographer, or other Libraries staff, accept or retain unwanted material for personal use.

If the gift is accepted it is the bibliographer's responsibility to:

--provide an appropriate acknowledgment, in the form of a letter to the donor. In no case should the bibliographer assign a value to the gift.

--fill out and forward to the Associate Director of Collections Management copies of the "Certificate of Gift" form and the MSU "Consignment Equipment--Gifts" form (appended). Originals of these forms will be forwarded to the Libraries Development Office; copies are retained in the Collections Management Office.

--fill out and place in each item a gifts streamer, and forward the material to the Firm Order Team in Technical Services.

Copies of the relevant forms and information sheets are available from the head of the Bibliographic Support Unit, who also retains copies of relevant IRS publications for review.

INTERVIEW FORM FOR POTENTIAL DONORS

Date_____ Interviewer_____

Donor information:

Name_____

Address_____

City _____State_____Zip Code_____

Phone_____ alt. phone_____

MSU Affiliation?_____

Other contact person_____

Collection information:

Size of the collection?

What are the subjects? (Is this a focused collection or books on various topics?)

What are the imprint dates?

Characteristics of the collection?

monographs?

journals?

level of treatment (juvenile, textbooks, general reader, scholarly/professional, etc.)?

non-book material?

translations?

manuscript material?

archival material?

primary language? other languages?

(Over)

Other:

Is there a list of titles? Will the donor provide one?

Does the donor intend to use this donation for tax purposes?

Is the donor willing to donate selected items? Has someone else already selected items from the collection?

Can the collection be examined by a bibliographer? Where is it located?

Is there a time frame that is important?

Other pertinent information??

National Library of Canada | Bibliothèque nationale du Canada

NATIONAL LIBRARY OF CANADA

GIFTS POLICY

November 1994

Canada

55 30

1 PURPOSE

1.1 The purpose of the National Library of Canada Gifts Policy is to provide a definitive statement on the acquisition of gifts-in-kind by the National Library and to give direction and guidance to staff in the Library who deal with prospective donors. The issues involved are often complex, so a degree of flexibility is required in handling gift situations.

1.2 The National Library of Canada Gifts Policy forms part of the acquisition component of the National Library's Collection Management Policy.

1.3 Authorities

National Library Act, R.S.C. 1985, c. N-12, as am. R.S.C. 1985 (3rd supp.), c. 1.

Cultural Property Export and Import Act, R.S.C. 1985, c. C-51.

Income Tax Act and relevant interpretations by Revenue Canada.

1.4 Other related documents

Applications for certification of cultural property for income tax purposes: guidelines and information. Ottawa: Canadian Cultural Property Export Review Board, 1990. (Under revision)

Canada. Taxation. *Gifts in kind: Income tax financial series*. Ottawa: Revenue Canada, 1991.

Donor recognition guidelines. (In preparation). 1994.

Designation of institutions and public authorities under the Cultural Property Export and Import Act: guidelines and information. Ottawa: Canadian Cultural Property Export Review Board, 1989.

Friends of the National Library. Ottawa: National Library of Canada, 1991.

NLC collection policy. CMPT final report. December, 1990.

National Library of Canada preservation policy. Ottawa: National Library of Canada, 1989.

National Library directive on the acquisition and the disposal of books. Ottawa: National Library of Canada, 1990.

2 SCOPE

2.1 The policy addresses the requirements prior to and arising from a decision to accept a gift from a prospective donor. The policy identifies related Federal government legislation and policies which contain detailed interpretations and procedures.

2.2 The policy document does not cover the issue of monetary gifts intended to support the Library's collections. As well, the policy does not apply to library materials declared surplus by Federal government departments or agencies nor to materials being routinely disposed of by Canadian libraries through the Canadian Book Exchange Centre.

3 TERMS USED IN THE GIFTS POLICY

Appraisal

An appraisal is defined as the documented, signed evaluation of a gift of cultural property setting out its fair market value as of the date the donation was made.

Cultural Property

In the context of this policy, cultural property may be a book (as defined in the National Library Act), a manuscript or other object.

Fair market value

The generally accepted definition of fair maket value is the price a property would bring in open market transactions between a willing buyer and a willing seller acting independently of each other, and each having full knowledge of the facts.

Gift

A gift may be defined as a present or bequest freely given. For purposes of the Income Tax Act, a gift is defined as a voluntary transfer of property for which the donor expects and receives nothing of value in return.

Gift-in-kind

In the context of this policy, a gift-in-kind is defined ascultural property donated to the National Library.

Surplus material

Surplus material is defined as library material which is being routinely discarded either by Federal government libraries or other Canadian libraries for redistribution through CBEC.

Third party appraiser

This term denotes a qualified expert other than staff of the National Library who is knowledgeable about the market values of the particular type of cultural property for which an external appraisal is required.

4 GENERAL POLICY

Gifts are a valuable source for enriching a library's collections. Since 1953, the National Library has been given many unique and valuable works which it would otherwise not have been able to acquire.

The National Library solicits and welcomes gifts of books, manuscripts, sound recordings and other objects which support the National Library's mission and programs and which contribute to the development of the Library's collections.

To that end, the National Library actively fosters close working relationships with private individuals and organizations such as the Friends of the National Library and undertakes cooperative projects with the Canadian library community such as the City Directories Project to preserve and complete specific National Library collections.

4.1. Specific policy statements

4.1.1. The National Library reserves the right to accept or refuse any prospective donation.

4.1.2. The National Library does not normally accept gifts and bequests with special conditions and restrictions attached to them.

4.1.3. The National Library reserves the right to determine the disposition of all or part of a gift.

4.1.4 Upon official acceptance by the National Library, a gift becomes the property of Her Majesty in right of Canada and is vested in the National Library of Canada.

4.1.5. Should the National Library decide not to accept a gift, a suitable alternative institution or collection may be suggested to the prospective donor.

4.1.6 The National Library provides public recognition of a gift to the Library through publicity appropriate to the nature of the gift and in accordance with the wishes of the donor.

4.1.7. All gifts accepted by the National Library are acknowledged in writing.

4.1.8. The National Library maintains a central register of all transactions involving gifts of cultural property, including records which meet the requirements of Revenue Canada.

5 GUIDELINES FOR THE ACCEPTANCE OF GIFTS

Before being accepted by the National Library, a gift is assessed according to the following criteria:

5.1 The gift falls within the scope of the National Library's collection guidelines.

5.2 The gift does not unnecessarily duplicate material already held.

5.3 The gift is in good physical condition.

5.4 The gift does not create excessive processing, preservation or housing costs.

6 GIFTS REQUIRING APPRAISALS

6.1 Prospective donors are asked to indicate if they wish to have a gift appraised for taxation purposes.

6.2 The National Library issues appraisals only for gifts to be retained in the permanent collections.

6.3 Appraisals of gifts are done by qualified NLC curators and staff, and when required, recognized third party appraisers are retained. These appraisals are done in accordance with the provisions of the Income Tax Act and its interpretations by Revenue Canada.

6.4 The National Library does not normally undertake formal appraisals of cultural property until it has taken possession of the donated material.

6.5 A review of all gifts appraised at a value of $1,000 or more is undertaken by the National Library's Major Acquisitions Committee to ensure the quality and accuracy of appraisal(s) and thus to protect the interests both of the donor and the National Library.

6.6 The appraisal of a gift eligible for a tax receipt issued by the National Library for a specific taxation year should be completed at the latest by the end of February of the year following that taxation year.

7 GIFTS REQUIRING TAX CERTIFICATION

7.1. Tax certificates issued by the National Library

7.1.1 All offers of gifts requiring evaluation for income tax purposes as well as the results of appraisals undertaken are to be brought to the attention of the Head, Gifts and Exchanges Section.

7.1.2 If a gift has an estimated financial value of $1,000 or less, the appraisal is conducted by a member of the library staff who has the necessary expertise and/or the Head, Gifts and Exchanges Section, as appropriate.

7.1.3 If a gift has an estimated financial value ranging from $1,000 to $10,000, the appraisal is performed by a qualified member of the Library's staff. The appraisal is then submitted to the Major Acquisitions Committee for review and confirmation of the value of the gift as appraised.

7.1.4 If a gift exceeds $10,000 in estimated value, an external appraisal may be required in addition to a staff appraisal. Financial responsibility for the payment of the appraiser's fee is subject to negotiation between the prospective donor and the Library. The appraisal(s) are then submitted to the Major Acquisitions Committee for review and confirmation of the value as appraised.

7.1.5 Official tax certificates are issued by the Gifts and Exchanges Section.

7.1.6 Tax receipts are normally issued by the end of February of the year following the taxation year.

7.2 Certification of Gifts as Canadian Cultural Property

The Income Tax Act provides for exemptions from the payment of capital gains tax for certified cultural property disposed of to designated institutions or public authorities. Gifts or sales of certified cultural property to a designated institution or public authority are also eligible for a tax credit on the same basis as if they were gifts to the Crown.

The National Library has received a Category "A" designation from the Canadian Cultural Property Export Review Board. This designation applies to the acquisition of any object which falls within the collecting mandate of the National Library at the time of the designation and is granted for an indefinite period of time.

Collections and/or items of national significance which are offered to the National Library are eligible for certification as cultural property by the Canadian Cultural Property Export Review Board under the provisions of the Cultural Property Export and Import Act.

7.2.1 For a gift to be declared cultural property, written application must be made by the Library to the Canadian Cultural Property Export Review Board. This application must be accompanied by written assessments from qualified third-party appraisers stating the gift's fair market value and by letters of support from the appropriate National Library curator/selector attesting to its cultural importance.

7.2.2 One appraisal is required for gifts valued at $10,000 or less, and two appraisals by two separate appraisers for gifts valued at over $10,000. One of these two appraisals should be undertaken at the donor's expense to protect his/her interests.

7.2.3 The preparation of the required documentation for submission to the Canadian Cultural Property Export Review Board is coordinated by the Head, Gifts and Exchanges Section with the assistance of the appropriate NLC collection curator/manager.

7.2.4 The documentation including appraisal(s) is submitted to the Major Acquisitions Committee for review and confirmation of the value of the gift as appraised prior to submission to the Cultural Property Review Board.

7.2.5 Official certification for tax purposes (a Cultural Property Income Tax Certificate) is issued by the Canadian Cultural Property Export Review Board, not the National Library. As well, the National Library provides the donor with a receipt for income tax purposes.

8 RECEIPT AND ACKNOWLEDGEMENT OF GIFTS

8.1 All gifts offered to the National Library, whether accepted or rejected, are acknowledged either by form or personal letter, depending upon the circumstances.

8.2 Upon acceptance by the National Library of a gift, the donor receives a "Deed-of-gift" form to complete and return to the Gifts and Exchanges Section. This form includes a brief description of the gift, as appropriate, and a statement of the donor's wishes with respect to public recognition as a donor to the National Library. (see Appendix 1)

8.3 Normally, the transportation costs involved in the transfer of a gift to the National Library are borne by the donor. However, the Gifts and Exchanges Section may offer to pay some or all of these costs, subject to budgetary limitations and the nature of the gift.

8.4 The acknowledgement of gifts is coordinated by the Head, Gifts and Exchanges Section (see Appendix 2).

9 MAINTENANCE OF GIFTS RECORDS

9.1 A record of each gift accepted by the National Library is maintained in a central file by the Gifts and Exchanges Section. The file is managed in accordance with the Federal Government's records management requirements and those of Revenue Canada.

9.2 Each gift is counted in the applicable acquisitions statistics prepared monthly by the Gifts and Exchanges Section.

10 ROLES AND RESPONSIBILITIES

10.1 ABSB and RIS Selection and Curatorial Staff

Are responsible for:

10.1.1 Negotiating with donors and recommending to the appropriate Branch manager the acquisition of gifts offered to the National Library.

10.1.2 Performing necessary gift appraisals.

10.1.3 Ensuring that appraisals and other documentation relevant to the acceptance of gifts destined for specific collections are submitted to the Major Acquisitions Committee, if over $1,000, and forwarded to the Head, Gifts and Exchanges Section.

10.1.4 Recommending appropriate appraisers.

10.1.5 Negotiating with the Canadian Cultural Property Export Review Board in case of disputes.

10.2 **Head, Gifts and Exchanges Section**

Is responsible for:

10.2.1 Acting as one of the Library's contacts with donors, in addition to RIS and ABS selectors and curators.

10.2.2 Ensuring that staff appraisals are undertaken for all gifts.

10.2.3 Maintaining a roster of appropriate third party appraisers.

10.2.4 Ensuring that accurate and complete official taxation receipts are issued to donors.

10.2.5 Ensuring that letters of acknowledgement have been forwarded to the appropriate Library officer for signature and dispatch to donors.

10.2.6 Compiling a quarterly report on gift transactions for distribution to the National Librarian and Branch Directors general.

10.2.7 Maintaining appropriate records of correspondence, appraisals, submissions, etc. relevant to gift transactions in a central file.

10.3 **Major Acquisitions Committee**

Is responsible for:

10.3.1 Reviewing the results of both internal and third party appraisals of gifts exceeding $1,000 in value.

10.3.2 Ensuring that appropriate Branch managers are informed of confirmed appraisals.

10.3.3 Reviewing suggestions for the acquisition of items and collections of substantial value that have tax credit implications, and making recommendations respecting the acquisition of such items to the Senior Acquisitions Committee.

10.4 **Senior Acquisitions Committee**

Is responsible for:

10.4.1 Approving recommendations for the acquisition of items and collections of substantial value, that have tax credit implications.

State University of New York at Buffalo
General Libraries Gifts Policy

I. General Policy

The Friends of the University Libraries accept, on behalf of the University Libraries, materials which are donated to the Libraries. The University Libraries reserve the right to reject, prior to receipt, and to dispose of, after receipt, any materials deemed inappropriate for addition to the collection.

Ordinarily gifts are accepted only if the donor specifies no conditions on their use or disposal. Only the Associate Vice President for University Libraries or designee can approve acceptance of gifts with special stipulations concerning copyright, legal title, restricted access, and other legal implications. Such agreements will be documented with a Memorandum of Agreement. Gifts of manuscript materials (Manuscript materials include all unpublished items enumerated in the "Glossary" of Kenneth W. Duckett's Modern Manuscripts (Nashville: American Association for State and Local History, 1975, pp. 341–42) and published materials of significance, annotated or autographed by author or owner) are also accepted only under terms agreed upon in a Memorandum of Agreement.

If a donor plans to claim a tax deduction the Internal Revenue Service requires the donor to maintain detailed records for any gift with a value of $500 or more. Special care must be taken in the acceptance of collections of gifts which are valued in excess of $5,000 or collections of gifts which, while valued less than $5,000, constitute only one of several collections of gifts which are being given by one donor to one or more institutions during a single tax year and which collectively are valued in excess of $5,000. The specific procedures which are followed in these situations are described below until Negotiated Gifts.

II. Procedures

A. Unsolicited Gifts

1. Receipt

The Libraries receive many gifts without prior contact with donors.

Receipt can occur in one of the following ways depending on policies of the unit library.

a. Donor brings a small number of gifts to a public service point: the donor is thanked and asked for name and address. The items are routed to the Head of the Acquisitions Department in Central Technical Services.

b. Donor approaches a public service point and states that he/she wishes to make a donation: the potential donor is referred to the director of the unit library or the head of collection development in that unit. If this occurs in the evening or on a weekend, procedures are followed depending upon policies of the unit library: the potential donor's name and telephone number are taken and the donor is informed that he/she will be contacted with the potential donor's name and telephone number given to the director of the unit library or the head of collection development in that unit, or the potential donnor is instructed simply to contact the director of the unit library or the head of collection development in that unit during normal office hours. The director of the unit library the head of collection development in that unit may at their discretion refer the potential donor to the Head of the Acquisitions Department in Central Technical Services (see Negotiated Gifts for balance of procedure).

c. Gift materials are delivered without previous arrangement to the Lockwood Library Building loading dock: the donor of only a few items is thanked and his/her name and address are asked for. If the donation, because of number of items or nature of material, appears to be of significant value or the donor volunteers that he/she considers the donation to be of significant value, the donor is provided with a copy of Information for Donors and the differences between the requirements for donations valued at $5,000 or less and those valued at more than $5,000 are pointed out to the donor. If the donor states that he/she does not intend to claim more than a $5,000 deduction for the donation, the donation is accepted and the donor's name and address are asked for. If the donor believes that he/she could claim more than a $5,000 donation, that this donation is one of several donations during a single tax year which collectively are valued in excess of $5,000, or is uncertain as to whether the donation is valued at $5,000 or more, the donation is not accepted. If necessary, the material is held until the donor determines value. The balance of the procedure follows Negotiated Gifts, as described below.

d. Unsolicited materials arrive in the Libraries via the mail.

2. Acknowledgment

Gifts of individual donors are acknowledged with a letter on Friends of the University Libraries letterhead. If the letter of acknowledgment is prepared by someone other than the Head of the Acquisitions Department, a copy of the letter is sent to the Head of the Acquisitions Department in order for a complete file of donors to be maintained. The acknowledgment mentions only number of monographs or periodical volumes or issues. No dollar value, exact or estimated, will be provided to the donor. If the donor provides a listing of the items donated, the list will be attached to the acknowledgment. Unsolicited items received by mail from organizations and publishers are acknowledged only if the donor has included with the gift a request for acknowledgment.

Since the donor of a gift valued at $10,000 or more is entitled to membership in the President's Associates, any gift of that amount is reported by Central Technical Services, the Poetry/Rare Books Collection, or University Archives to the UB Foundation.

Current IRS regulations prohibit any member of the University Libraries' staff from providing an appraisal of a gift collection. If an appraisal is necessary the donor is referred to a qualified appraiser.

3. Processing

Accepted gift items are reviewed for inclusion in the collection according to existing procedures.

4. Disposal of Unwanted Items

Items which are not needed or are deemed inappropriate are disposed of by one or more of the following methods.

a. Items are of potential value as new additions, added copies, or replacements in another area of the University Libraries are offered to that area.

b. Periodical issues are discarded.

c. Offprints and mass market paperbacks are discarded.

d. Items of significant value and in good condition are held for possible exchange for credit with a vendor.

e. Items not covered by one of the above conditions may be held for inclusion in a future University Libraries' book sale.

B. Negotiated Gifts

Inquiries regarding potential donation of published material are handled by the Head of the Acquisitions Department in conjunction, as necessary, with the director of the unit library or the head of

collection development in that unit library, or they are handled by the director of the unit library or the head of collection development in that unit in conjunction with the Head of the Acquisitions Department. Inquiries are referred to the University Archivist or to the Curator of the Poetry/Rare Books Collection if a potential gift consists primarily of manuscript or published material of relevance to one of those collections.

1. Published Materials

   a. The Head of the Acquisitions Department, the director of a unit library, the head of collection development in that unit library, individual bibliographers, or curators of collections are authorized to discuss with, or make initial overtures to, potential donors.

   b. The staff member who speaks with the potential donor alerts him/her of the contents of Information for Donors. If the potential donor does not plan to claim a tax deduction, plans to take a tax deduction of $5,000 or less, or does not plan to make donations constituting an amount in excess of $5,000 to this and other institutions during the current tax year, the staff member is authorized to accept the gift.

   c. If the potential donor plans to take a tax deduction in excess of $5,000 on the basis of one or more gifts during a single tax years to this and other institutions, the staff member is not authorized to accept the gift. Instead, the staff member informs the potential donor of the Internal Revenue Service's requirements for appraisal of the gift and provides the donor with a copy of Information for Donors.

   d. The type of potential gift as described in c. above is then brought to the attention of the following staff: Head of the Acquisitions Department, head of collection development, and director of the unit library. The decision to accept or reject the gift collection rests with the director of the unit library and/or the head of collection development in that unit library, but CTS staff are to be informed of any negotiations which are taking place. Possession of the gift collection is not taken until the donor provides a completed copy of IRS Form 8283, Noncash Charitable Contributions, Section B: Appraisal Summary. The Director of Central Technical Services signs and completes part 1 of the form and retains a copy of the form as part of an annual file on the donor. The gift collection is then accepted for processing by Central Technical Services. CTS will either hold the collection in sealed and labeled boxes for a period of not less than two years or release the collection for processing after producing a photocopy of the title page (recto and verso) of each item in the collection. The photocopies will be

included in the donor file described above. The need to produce photocopies is eliminated if the donor has provided a list consisting of author, title, place of publication, publisher, and date of publication for each item contained in the donation. If the collection is processed instead of being held, any items not added to the collection are held in sealed and labeled boxes for a period of not less than two years. Alternatively, if the Libraries exchanges or otherwise disposes of any portion of the donation within two years of date or receipt a copy of IRS Form 8282, Donee Information Return, is filed with Internal Revenue Service and a copy of the form is provided to the donor.

e. Donors are encouraged to deliver their gifts to the University Libraries. Boxed donations should be labeled "Library Donation" on the outside with the donor's name and address inside each box.

f. Acknowledgment

(same as for Unsolicited Gifts)

g. Appraisal

(same as for Unsolicited Gifts)

h. Processing

(same as for Unsolicited Gifts)

2. Manuscript Materials

When potential gift collections include materials which are defined as manuscript materials and fit the parameters of the collection development policies for any of special collections within the University Libraries, negotiations will be conducted by the curator of the collection or the Head of the Unit Library in which the material is to be located.

a. A basic description of the entire collection will be prepared by the negotiator.

b. The negotiator assesses the value and relevance of the materials to the particular special collection and forwards a recommendation and documentation to the Associate Vice President for University Libraries or designee who makes a decision on acceptance.

c. The donor is notified of the decision in writing.
* If the collection is not being accepted, an explanation (lack of relevance to the Libraries' collection policies, space or processing limitations) and any suggestions for other disposition of the materials.

* If the collection is being accepted:

a) A draft Memorandum of Agreement is prepared. The Memorandum

of Agreement includes name and address of donor, a description of the collection, a statement that the donor is giving, granting, and transferring the collection and relinquishing all rights to the collection except for any stated, and instructions on use and access.

b) A cover letter asking the donor to examine the draft Memorandum of Agreement and make necessary changes and informing the donor about packing, shipment, delivery, and insurance (including details orally negotiated as to who will be responsible for costs incurred). The donor is asked to return the draft Memorandum.

c) On receipt of the draft Memorandum and following any further negotiations, a final Memorandum is prepared. Two copies are sent to the donor with a cover letter asking the donor to sign both copies, have the signature notarized, and return both copies.

d) On receipt of the signed Memorandum, the Associate Vice President for University Libraries or designee signs both copies, has the signatures notarized, and returns one copy to the donor with a copy letter informing the donor that the materials can now be delivered to the Libraries as negotiated and, if any cost is to be assumed by the Libraries, how payment will be made.

d. On arrival of the materials, the special collection or unit which has negotiated the gift:

Prepares descriptions of groups of items if a collection inventory cannot be done immediately.

POLICY ON ACCEPTANCE OF GIFT MATERIALS FOR THE GENERAL COLLECTIONS OF TEMPLE UNIVERSITY LIBRARIES

There is no library, however large and well-funded, that is able to meet the needs of faculty and students without help from others. To get this help we form cooperative arrangements with other libraries for sharing materials, we seek and receive government assistance, and we rely on the generosity of friends who are most often collectors of books themselves.

Gifts of books and journals offered by faculty, alumni, and friends for the Libraries' general collections are an important source for adding useful titles that were never purchased, filling gaps in journal backruns, or replacing lost titles that are no longer in print. The Temple Libraries appreciate the generosity of the many friends who have enriched our collections, and we welcome your continuing interest.

When only one or a few volumes are offered, they are usually accepted with the understanding that, if they are not needed for the collections, they may be offered for sale or exchange. In this way, we feel that the donor's intention of helping us to build our research collections is carried out.

When more than a few items are offered, economic and space constraints force us to be more selective. The potential usefulness of duplicate copies and materials that are not directly relevant to the University's academic programs must be weighed against the crowded state of the library stacks, lack of sufficient seating for students, and the high cost of storage and processing--all of which are serious present problems throughout the Libraries. We must therefore limit acceptance of gift collections to those which are largely made up of items that are essential additions to our research resources. If some non-essential materials are also included, they may benefit the Libraries as well. Such items are held for library book sales if space permits; otherwise they may be sold to dealers, thus bringing income for the purchase of new books.

If you wish to offer a gift for the Paley Library general collection, please telephone Cornelia Tucker, Head, Acquisitions & Processing Department, 787-8627. (Gifts of rare or archival materials are treated separately and should be offered to Thomas Whitehead, head of the Special Collections Department, 787-8230.)

If your offer is specifically intended for one of the branch libraries, you may call the branch department head directly.

SUBJECT: GIFTS

1.0 INTRODUCTION

1.1 York University Libraries have been enriched by generous donations of books and other materials as well as monetary gifts from members of the University community and friends of the Libraries. These donations are an important adjunct to the Libraries' acquisition program and we encourage gifts which enhance collections of strength to support the teaching and research programs, present and anticipated, of the University.

2.0 GIFTS IN KIND

2.1 Acceptance

Printed materials, recordings and films are accepted only by the University Librarian or delegate. Manuscript and archival materials are only accepted by the University Librarian, the Archivist or the Law Librarian.

2.2 Conditions

Materials are accepted with the understanding that all items received may not be added to the collections. For reasons of space limitation; cost of repair, binding or processing; and collection development policies, the Libraries reserve the right to dispose of unneeded materials by sale, exchange or gift to other libraries. The Libraries may ask to pre-select needed items before donations are delivered to the Libraries. Donors will be asked to list journal titles and volumes so that the Libraries can check holdings before accepting journals. The following types of material are normally not accepted: many journals, outdated textbooks, trade paperbacks, popular fiction, books in poor condition, and most practical "how-to" guides. All of these materials are accepted in special cases; donors are encouraged to discuss potential donations directly with a representative of the Libraries.

If the collection is not being accepted, an explanation (lack of relevance to the Libraries' collection policies, space or processing limitations) and any suggestions for other disposition of the materials, if known, is provided as a public relations gesture.

Donations of materials which are offered with restrictions as to location, access and use, or disposition cannot be accepted without the express permission of the University Librarian (or Archivist or Law Librarian as appropriate). A Memorandum of Agreement between the donor and the Libraries will be signed when materials with restrictions are accepted. The temporary deposit of materials is not encouraged.

2.3 Transfer of Ownership

A transfer of ownership statement or acceptable substitute must be obtained for all donations for which a tax receipt is requested, before library staff can pick-up materials and for all but minor donations. It is the responsibility of the librarian who accepts the donation to obtain the statement.

2.4 Acknowledgement

2.4.1. Gifts of individual donors are acknowledged (not necessarily evaluated) unless the donor requests otherwise. They may be acknowledged by the bibliographer who accepts the donation in which case a file copy of the letter is sent to the University Librarian's office secretary who will list for the annual report and notify the Private Funding Office. Gifts of individual donors will be acknowledged by the University Librarian when he/she accepted the gift or when requested by the bibliographer or the Acquisitions Department.

2.4.2. Unsolicited items received by mail from organizations and publishers are acknowledged only if the donor has included with the materials a request for acknowledgement.

2.5 Evaluation and tax receipts

It is the responsibility of the librarian accepting a donation to determine at the time the gift is made whether or not a tax receipt is required. Receipts for income tax purposes are issued by the Private Funding Office upon request from the University Librarian.

Estimates of the value of a gift of materials are acceptable to Revenue Canada if they reflect "the fair market value" of the items. Fair market value is generally accepted as the price the property would bring in the open market between a willing buyer and a willing seller acting independently of each other, and each having full knowledge

of the facts. Estimates of the value of the gift cannot be undertaken either by library staff or by outside evaluators until it has been clearly established that the donated materials are the property of York University.

Issuance of tax receipts cannot be assured in a given calendar year unless the materials are received by the Libraries prior to November 1st (September 1st for Archives).

Gifts which result in tax deductions can be subject to many complications depending upon the taxable income of the donor. York University does not normally counsel donors on the implications of tax deductions arising from gifts to the Libraries, and donors should be advised to consult an accountant or a lawyer. Donors may also consult Revenue Canada's pamphlet "Gifts in Kind."

2.5.1. Value less than $1000

The librarian accepting the gift provides University Librarian with a written and signed statement estimating the value of the material. Employees of the Libraries may provide valuations of less than $1,000 if they are knowledgeable in the field and qualified to appraise the gift at its fair market value. The written estimate must include a description or listing of the materials. Receipts will be issued only for materials evaluated as worth $100.00 or more. In the case of the Law Library, the evaluation is supplied to the Law School.

2.5.2. Value more than $1000

The University Librarian or delegate (usually the Associate Librarian, Law Librarian or Archivist) will arrange for an evaluation by a qualified appraiser when notified by the bibliographer accepting the gift. If an evaluation is arranged by the bibliographer, the University Librarian will be notified in advance so that other appraisals can be done at the same time.

2.5.3. Cultural property

If the donor requests that an application be made for certification as cultural property, the University Librarian or delegate (usually the Archivist) will make the necessary arrangements if deemed appropriate.

3.0 MONETARY GIFTS

Donations of money can only be received by the University Librarian or the Private Funding Office or the Law School for the Law Library. Acknowledgements and receipts are provided for all monetary donations. If the gift is substantial, it can be designated as a separate trust account and used to purchase specific kinds of materials.

4.0 BOOKPLATES

Donations or books purchased with donated funds are not routinely plated. The following types of donations will be plated: buy-a-book campaign purchases, memorial gifts, selected special collections items and those specifically requested by donors and agreed to by the University Librarian or delegate (usually the Associate University Librarian or Law Librarian). Bookplates may be designed for donations larger than $10,000.

5.0 PROVENANCE NOTES

A provenance note added to the cataloguing record permits all items from a donor to be extracted from the database by a keyword search. Such notes are made in special cases such as a significant collection or noteworthy donor. The University Librarian or delegate (usually the Associate University Librarian or Law Librarian) will approve if deemed appropriate.

6.0 Procedures for processing donations with a value of more than $1000 as gifts-in-kind through ASC:

6.1 Donations processed through Cultural Properties Review Board:

6.1.1 University Archivist prepares and submits application for certification as cultural property;

6.1.2 When Cultural Property Review Board approves application for certification, Review Board sends the certificate to the donor once transfer of ownership of the gift to the designated institution is documented (see ASC Record of Gift and Transfer of Ownership Agreement);

6.1.3 Review Board sends letter to University Archivist receiving the gift as cultural property stating approval of application for amount approved by the Board;

6.1.4 University Archivist sends copy of CPRB letter to Office of Development for issuance of receipt in amount specified in the calendar year property donated with letter of acknowledgement and thanks;

6.1.5 University Archivist sends letter to donor acknowledging advice from CPRB, indicating receipt will be issued in due course by Office of Development, and expressing appreciation for gift. Documentation retained permanently in fonds file;

6.1.6 File copy of letter of acknowledgment kept in ULO donors' file for annual report.

6.2. Donations processed through York University Foundation:

6.2.1 University Archivist arranges evaluation of material donated as gift-in-kind; or in the case of the Law Library, the Law Librarian arranges the evaluation.

6.2.2 Upon receipt of statement of fair market value from evaluator, University Archivist sends statement to Office of Development for issuance of tax receipt to the donor with letter of acknowledgement and thanks;

6.2.3 University Archivist sends letter to donor advising them informally of the appraisers statement of fair market value of their donation, indicating receipt will be issued in due course by Office of Development, and expressing appreciation for gift. Documentation retained permanently in fonds file;

6.2.4 File copy of letter of acknowledgment kept in ULO donors' file for annual report.

May 1996

▼ ▼ ▼ THE UNIVERSITY OF ALABAMA LIBRARIES GIFTS

From the founding of The University of Alabama, the collections of the Libraries have been enriched by generous gifts of books and other materials. Even today, the development of the collections depends not only upon the judicious purchase of books, periodicals, and other materials, but also upon the donations from dedicated supporters of the University Libraries. The University of Alabama welcomes and solicits such gifts when they support the University's mission of teaching, research, and service.

The Libraries are interested in gifts of scholarly materials, such as books, journals, archives, manuscripts, recordings, and scores. Outdated textbooks, popular magazines, and materials in poor condition usually are not appropriate for the collections.

▼ ▼ ▼ HOW TO DONATE GIFTS

Donors with archives, manuscripts, or other materials that may be rare should contact:

The University of Alabama
W. S. Hoole Special Collections Library
Box 870266
Tuscaloosa, Alabama 35487-0266
205-348-5512

Donors with books, journals, recordings, etc., or memorial gifts for the general collections should call or write:

The University of Alabama
Acquisitions Department
Gorgas Library
Box 870266
Tuscaloosa, Alabama 35487-0266
205-348-1492

UNIVERSITY OF ALABAMA

▾ ▾ ▾ ACCEPTANCE

The Libraries may ask to review materials prior to acceptance and may not accept an offer of material that is already held or that does not support the University's program needs. In order to facilitate the review, a list of the materials to be donated may be requested.

All gifts are accepted with the understanding that upon receipt the University becomes the owner of the materials and will determine retention, location, cataloging treatment, and other considerations relating to use. The Libraries do not ordinarily provide lists of materials which have been donated.

▾ ▾ ▾ APPRAISALS

The appraisal of a gift to the Libraries for income tax purposes is the responsibility of the donor. Under federal tax regulations, the Libraries cannot give appraisals or estimates of value to the donor. However, librarians can assist the donor by providing access to sources of information such as auction records, dealers' catalogs and other price lists, or appropriate professional appraisers who might be consulted for this information. Because of tax considerations, prospective donors may wish to discuss donations and appraisals with their attorneys or tax preparers. Costs of an outside appraisal are tax deductible.

▾ ▾ ▾ ACKNOWLEDGMENTS

The Libraries will acknowledge all gifts and place a bookplate in each item added to the collection. Requests for memorial inscriptions on bookplates will be accommodated whenever possible. Special gift plates supplied by the donor and accepted by the University may also be used.

Auburn University
Auburn University, Alabama 36849-5606

Auburn University Libraries
Ralph Brown Draughon Library

Telephone: (334) 844-4500
FAX: (334) 844-4424

TO DONORS OF BOOKS AND SERIALS

If you plan to declare your donation for income tax purposes, please be aware of the following:

1. Only those books that the library adds may be claimed, not those that the library sells or donates to some other institution. Since the library cannot place a value on items donated, that must be the responsibility of the donor or, in the case of valuations exceeding $5000, of a professional appraiser (see 2d below).

2. If you do claim deductions for this and other donations, you ought to familiarize yourself with state and federal tax laws or consult your accountant. Our understanding is that the following rules still apply:

a) Effective January 1, 1994, all contributions of $250 or more require written substantiation from the charitable donee.

b) Noncash donations with a total declared value of less than $500 will probably be accepted by the IRS without special documentation or corroboration.

c) Noncash donations with a total declared value between $500 and $5000 will require completion of Section A, Part I of IRS Form 8283, but the donor's estimation of value will probably still be accepted, although you must state the method used to determine that value.

d) Donors claiming noncash donations in excess of $5000 must complete Section B, parts I-IV of IRS Form 8283 for each gift claimed. The IRS will not accept the donor's estimation of value but will require an appraisal by a disinterested third party, plus our signature verifying actual receipt of the gift.

3. While the above rules apply in determining and substantiating the value of the gift, the actual deductibility is determined by whether the property is business/ordinary income property or capital gain property. For instance, if you deducted or were eligible to deduct the cost of the items donated as business expenses, you may be limited to deducting your basis instead of market value. You should discuss your particular circumstances with your tax advisor.

Source of data: Auburn University Office of Alumni and Development, January, 1996.

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To Prospective Donors
Of Books and Journals

From the Library of the University of California Riverside

The University has a long tradition of actively seeking and encouraging donations of books and journals. As a result, many individuals have contributed substantial personal collections that have significantly enhanced the Library's holdings, and thus furthered the teaching and research mission of the University. The Library continues to solicit donations and will gratefully receive them.

The University Library will officially acknowledge all donations. The acknowledgement will provide a brief, general description of the materials, but will not include either an itemized listing or a monetary valuation. Although the Library is prohibited from appraising gifts for tax purposes, we can refer the donor to such sources as book auction records and bookseller's catalogs, or suggest names of professional appraisers.

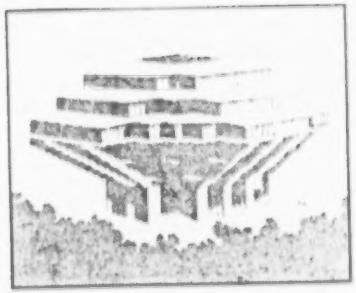
The Library will determine the classification, location, and circulation status of gifts just as with purchased items. Materials not added to the collection because they duplicate existing holdings or because they fall outside the scope of UCR's programs will be reserved for the Library's book sale, passed along to educational institutions, or disposed of in other appropriate ways.

Upon request, a gift bookplate will be placed in all volumes added to the collection.

Gifts may be brought to the Library during the regular work week. If necessary, special arrangements can be made to pick up material from the donor.

Inquiries concerning prospective donations should be directed to the Collection Development Department at (714) 787-3703.

Gifts in Kind



UNIVERSITY OF CALIFORNIA, SAN DIEGO

Gifts of Materials Aid Teaching and Research

The UCSD Libraries welcome selected gifts of books, journals, manuscripts, and other appropriate materials and encourages inquiries from prospective donors.

Appropriate gifts enhance the collections of the UCSD Libraries and support the commitment of UCSD to excellence in research and instruction. UCSD is interested in research materials that fit within the university's programmatic boundaries. These materials include formats such as manuscripts, archives, recordings, books, journals, and other printed materials. Outdated textbooks, popular books and magazines, 78rpm sound recordings, reprints, and materials in poor condition are not appropriate for the collections.

The UCSD Libraries may ask to review material prior to acceptance and must reserve the right to refuse an offer of material that is already held in the collections or that does not meet collection needs. In order to facilitate review, an inventory may be requested.

Gifts of materials are accepted with the understanding that materials become the property of The Regents of the University of California. **In turn, the UCSD Libraries may use, keep, or dispose of items at its discretion.** Donors may be asked to sign an official deed of gift acknowledging the donation.

To ensure maximum accessibility to the library's resources, donors are asked not to request restrictions on housing, access, processing, or related matters.

Gifts of Equipment Can Support Library Programs and Services

The UCSD Libraries also benefit from donations of equipment such as microcomputers, microform readers, and compact disc players, which improve service to the UCSD community. Equipment to assist disabled users is also of importance. Donated equipment should be in good physical and working condition.

Valuation of Gifts

Federal tax regulations prohibit the UCSD Libraries from giving appraisals or estimates of value for donors. Valuation is the responsibility of the donor. The UCSD Libraries can, however, provide a list of qualified appraisers upon request. Donated materials valued at more than $5,000 require appraisal information and appropriate IRS forms. Because tax laws change from time to time, donors are encouraged to consult a knowledgeable tax expert about current requirements. Gifts will be acknowledged only upon request.

If you are interested in making a gift in kind to the UCSD Libraries, or desire more information about gifts in kind, please contact:

Gayle Hughes
Acquisitions Department
(619) 534-1250

or

Lynda Corey Claassen
Mandeville Department of Special Collections
(619) 534-2533

Materials wanted:

- Hard cover and high quality paperback books of scientific, scholarly or artistic substance

- Other formats including sound recordings, scores, and videos

Materials generally not wanted:

- Outdated textbooks (older than 5 years)
- Popular magazines or mass market paperbacks
- U.S. government publications
- Scholarly journals which duplicate our holdings
- Materials in poor condition

Monographic Acquisitions, Gifts Unit
University of Iowa Libraries
100 Main Library
Iowa City, Iowa 52242-1420

THE UNIVERSITY OF IOWA LIBRARIES

INFORMATION FOR DONORS OF GIFTS-IN-KIND

Thank you for thinking of the University of Iowa Libraries. As a donor of library materials, you are one of our most valued supporters. Gifts-in-kind enhance and enrich the collections of the Libraries. They represent materials that might otherwise be impossible to obtain.

CONDITIONS OF ACCEPTANCE

Any gift-in-kind becomes the property of the University of Iowa Libraries. The Libraries consider all gifts to be unrestricted. We will always consider your gift for addition to the collections, but we reserve the right to exchange, sell or discard items which do not fit our needs.

HOW TO DONATE

Donations may be dropped off at Monographic Acquisitions in the Main Library or at one of our branch libraries Monday through Friday during regular business hours. To make arrangements please contact the Gifts Unit, phone: (319) 335-5877; fax (319) 335-5691, or contact the appropriate branch library.

We may ask to review a gift prior to acceptance. If the gift does not meet our needs, we will attempt to refer the donor to a more appropriate recipient. We are happy to pick up substantial gifts from local donors and may be willing to pay for the shipping of gifts from donors living outside of the Iowa City area.

ACKNOWLEDGMENTS

We will issue a receipt or letter of acknowledgment describing the quantity and type of materials donated to the Libraries. However, the Libraries cannot compile a detailed list of donated materials or at a later date provide a precise reconstruction of the contents of a gift for tax purposes. We will return with the acknowledgment a copy of any list supplied by the donor.

TAX INFORMATION

The following information, summarized from Internal Revenue Service publications, provides basic guidelines pertaining to tax deductions for donors of gifts-in-kind. It is not intended to serve as a complete account of the requirements or limitations covering tax deductible gifts. Donors should consult a tax expert for specific questions about charitable deductions for gifts-in-kind.

Generally, the fair market value of a gift-in-kind is deductible. A donation within a tax year valued at $250 or more requires a written acknowledgment from the recipient. If the donation is valued at more than $5000, the donor must obtain a qualified appraisal and submit an appraisal summary with the return claiming the deduction. A copy of the appraisal must also be given to the Libraries.

Federal regulations do not permit the Libraries to give appraisals or estimates of value. **Upon request the Libraries will provide a list of independent appraisers for consideration by the donor.**

UNIVERSITY OF IOWA

IOWA STATE UNIVERSITY

The William Robert Parks and
Ellen Sorge Parks Library

Ames, Iowa 50011-2140

PARKS LIBRARY GIFTS

A donation to the library is an indication of your commitment to the growth and quality of library resources. Your generous contributions and support assist the University in its efforts to develop strong library collections, and we are very appreciative.

The library considers all gifts to be unrestricted. Items received as gifts are reviewed in accordance with the current policies for collection development, and materials determined to be out of scope for our collections may be exchanged, sold, or discarded. Questions regarding this policy should be directed to the Office of the Assistant Director for Collections at 515/294-4175.

Donor name:_____

Address:_____

_____

_____

Telephone:_____

Date:_____

_____ If the Library cannot add this gift to its collection, return to donor.

GIFT PLATES

_____ I do not want a donor plate

_____ I would like a donor plate placed in any volumes added to the collection. The donor plate should read:

Gift of_____
(please print name)

In memory of_____
(please print name)

In honor of _____
(please print name)

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United States Department of Agriculture
Agricultural Research Service
National Agricultural Library
Technical Services Division
10301 Baltimore Blvd.
Beltsville, MD
20705-2351

APPENDIX E

SOURCES FOR GIFT ASSESSMENTS

Donors who wish to claim an income tax deduction for the donation of library materials for the collection are encouraged to consult with a qualified appraiser. For smaller gifts, donors may wish to make their own value assessment. The following sources may assist donors in establishing such values:

1. For list prices of books still available:

   Books in Print - NAL Reference Collection, first floor, or public library - Inquire at Reference Desk.

2. For approximate value of books no longer available:

   Bookman's Price Index - Z1000.B6 NAL stacks or public library.

3. For journal issues:

   a. Contact back issue dealers such as:

   Alfred Jaeger, Inc.
   P.O. Box 9009
   Commack, NY 11725
   (800) 969-JAGR
   (516) 543-1537

   United States Book Exchange
   2969 West 25th St.
   Cleveland, OH 44113
   (216) 241-6960

   (No connection with the Federal Govt.)

   b. Contact publisher of the journal.

Revised January, 1996

NATIONAL LIBRARY OF CANADA

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Gifts

Dons

National Library of Canada | Bibliothèque nationale du Canada

Canada

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BEST COPY AVAILABLE

The National Library of Canada is a federal institution whose main role is to acquire, preserve and promote the published heritage of Canada for all Canadians, both now and in the years to come.

La Bibliothèque nationale du Canada est un organisme fédéral dont le principal rôle consiste à acquérir, à conserver et à faire connaître le patrimoine de l'édition canadien, et cela, pour tous les Canadiens d'aujourd'hui et de demain.

The National Library of Canada is a unique institution. Where else can one find the largest collection of Canadiana in the world?

La Bibliothèque nationale du Canada est un établissement unique, où l'on trouve la plus vaste collection de documents canadiens au monde.

Appropriate gifts enhance the Library's collection of Canadiana and its collections in areas of special emphasis: music, literature, history, and library development. The Library collects all types of material in acceptable condition. Old and new materials such as ephemera (pamphlets, brochures, comics, literary broadsides), textbooks, music and literary works and, very selectively, collections of manuscripts of well-known persons in literature and music are also welcome.

Grâce à des dons bien choisis, la Bibliothèque enrichit sa collection de documents canadiens et ses collections dans les domaines privilégiés tels que la musique, l'histoire, la littérature et le développement des bibliothèques. Elle rassemble toute une gamme de documents dont l'état est satisfaisant. Les documents anciens et nouveaux, par exemple les documents éphémères (dépliants, brochures, bandes dessinées, in-planos), les manuels, les oeuvres musicales ou littéraires et les manuscrits de certaines personnalités

The National Library has, from the beginning, benefitted from gifts. Over the years, the National Library has received donations of valuable works which it would not otherwise have been able to acquire.

Some noteworthy acquisitions are: the Gabrielle Roy Fonds, the Michael Ondaatje Fonds, the Jacob M. Lowy Collection; collections that belonged to the Honorable Stanley H. Knowles, the late Jules Léger, and Senator Yuzyk; the Nicolas Goldschmidt Fonds, the Yves Legault Collection, an original artwork by children's illustrator Ron Lightburn, and Canadiana offered regularly by Mr. and Mrs. Louis Painchaud.

Your gift will be well looked after. Measures are undertaken at the National Library to ensure that the nation's heritage is preserved for future generations. Preservation efforts range from preventive measures such as proper housing and handling of materials, to special processing such as mass deacidification, that protect or increase the lifespan of damaged and fragile materials, to the reproduction of material through some type of micrographic or optical disk technology.

There are many ways you, too, can help the National Library continue to build the world's largest collection of Canadiana.

célèbres du monde de la musique ou de la littérature sont aussi bienvenus.

Dès le début, la Bibliothèque nationale a profité des dons qu'on lui a fait. Au fil des ans, elle a ainsi reçu des oeuvres précieuses qu'elle n'aurait pu acquérir autrement.

Parmi les acquisitions dignes de mention, il y a: le fonds Gabrielle Roy, le fonds Michael Ondaatje, la collection Jacob M. Lowy; des collections ayant appartenu à l'honorable Stanley H. Knowles, au regretté Jules Léger et au sénateur Yuzyk; le fonds Nicolas Goldschmidt, la collection Yves Legault, un dessin original de l'illustrateur pour enfants Ron Lightburn, et des documents canadiens offerts régulièrement par M. et Mme Louis Painchaud.

La Bibliothèque prend soin de vos dons. Afin de sauvegarder notre patrimoine national pour les générations futures, elle prend les dispositions suivantes: des mesures préventives telles que ranger et manipuler correctement les documents; des traitements spéciaux dont la désacidification en masse, qui permettent de protéger les documents endommagés et fragiles ou de prolonger leur durée de vie; la reproduction de documents à l'aide d'une technique de micrographie ou de la technologie du disque optique.

Vous aussi pouvez aider la Bibliothèque nationale à continuer à développer la plus vaste collection de documents canadiens au monde et ce, de diverses façons.

How do I go about donating a gift to the National Library?

The National Library may ask to review material prior to acceptance and reserves the right to refuse an offer of material that does not meet collection needs.

Gifts become the property of the National Library to be used as appropriate. To ensure maximum accessibility to the National Library's resources, donors are asked to sign an official deed of gift. The National Library of Canada does not normally accept gifts with restrictions.

Materials not selected for the collection may be used to support the National Library's exchange programs and will benefit other libraries.

EDIT
DU ROY,

LOUIS par la Grace de Dieu Roy de France
et de Navarre ; A tous présens & à venir, Salut.

Comment procède-t-on pour faire un don à la Bibliothèque nationale?

La Bibliothèque nationale peut demander à examiner les documents offerts avant de les accepter et elle se réserve le droit de refuser des documents qui ne répondent pas à ses besoins.

Les dons deviennent la propriété de la Bibliothèque nationale, qui s'en sert comme elle le juge bon. Pour garantir l'accessibilité maximale de ses ressources, la Bibliothèque nationale demande aux donateurs de signer un contrat de donation officiel. Normalement elle n'accepte pas de dons faits sous condition.

Les documents non choisis pour la collection de la Bibliothèque nationale peuvent être utilisés pour ses programmes d'échange et serviront à combler les lacunes d'autres bibliothèques.

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What about tax credits?

As a federal institution, the National Library is able to offer a tax receipt covering the fair market value of a gift to the Crown. Since individual circumstances vary and tax laws change from time to time, donors should consult Revenue Canada or a knowledgeable tax expert about current requirements.

What about Certification of Gifts of Cultural Significance?

Items of exceptional significance are eligible for certification under the provisions of the *Cultural Property Export and Import Act*. When certification is given, a tax receipt will be issued enabling the donor to take advantage of the tax benefits.

ARREST
DU CONSEIL D'ETAT
DU ROI,

Des crédits d'impôt sont-ils accordés?

En tant qu'organisme fédéral, la Bibliothèque nationale peut remettre, pour la déclaration d'impôt, un reçu mentionnant la juste valeur marchande du don à l'État. Puisque la situation financière varie d'un donateur à l'autre et que les lois fiscales changent de temps en temps, les donateurs devraient consulter Revenu Canada ou un fiscaliste bien informé pour connaître les exigences à satisfaire.

Des certificats de biens culturels peuvent-ils être obtenus?

En vertu des prescriptions de la *Loi sur l'exportation et l'importation de biens culturels*, des certificats peuvent être obtenus pour les documents qui ont une importance exceptionnelle. Lorsqu'un certificat est accordé, un reçu est remis au donateur pour qu'il puisse profiter des avantages fiscaux de son don.

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Gift Information for Prospective Donors

Collection development in any library depends on the careful selection and acquisition of materials and on gifts of books, periodicals, other library materials, and money. The University of Oregon Library System welcomes such gifts providing they support the teaching, research and other needs of the University. Gifts of materials other than those mentioned above will be considered on an individual basis.

Upon receipt, gifts become the possession of the Library. As owner, the Library has the right to determine retention, location and all other considerations relating to use or disposition.

Appraisal of a gift to the Library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction. To protect both its donors and itself, the Library as an interested party does not appraise gifts made to it. The Library will provide assistance as to sources of information for evaluation purposes and will suggest appropriate professional appraisers to consult. Because of tax considerations, donors may wish to discuss prospective donations and appraisals with their attorneys. The acceptance of a gift appraised by a third and disinterested party does not in any way imply an endorsement of the appraisal by the Library. The Library does not ordinarily provide listings of donated materials. The Library will make an appropriate acknowledgement of all gifts which includes a brief description.

I/We, the undersigned, donate the accompanying materials to the University of Oregon Library System with full understanding of the conditions outlined in **Gift Information for Prospective Donors.**

_____ (signature/date)

_____ (address)

_____

_____ (phone)

As designated representative of the Library, I acknowledge receipt of the materials from donor(s) listed above.

_____ (signature/date)

Additional questions on gifts should be directed to Faye Chadwell, Head of Collection Development, 1299 University of Oregon, Eugene, Oregon, 97403-1299, telephone (541) 346-1819; or to Rosella Thomas, Collection Development, 1299 University of Oregon, Eugene, Oregon 97403-1299; telephone (541) 346-3096.

GUIDELINES FOR DESIGNATED GIFTS TO THE UT, KNOXVILLE LIBRARIES

I. A donor may make a gift to any existing endowment or current expenditure fund.

   A. Gifts generally designated to support the University Libraries will be placed in the Library Development Fund and spent at the discretion of the Dean of Libraries.

   B. Gifts generally designated for the purchase of library materials will be placed into the Library Acquisitions Endowment.

   C. Gifts generally designated for the purchase of journals, serials, or periodicals will be placed in the Adopt-A-Periodical Fund.

II. A donor may establish a new named endowment fund for general acquisitions or for a designated subject area with a minimum commitment of $10,000.

III. A donor may designate an acquisitions subject area which he/she would like to support.

   A. In such case, the gift will be placed into an already existing endowment fund restricted to the designated subject area.

   B. If no fund for the designated subject area already exists, the gift will be placed in the expenditure account of the Library Acquisitions Endowment and the subject area request will be honored.

IV. In order to maintain the integrity of the overall collection, and to guarantee that the collection accurately reflects the academic priorities of the entire University, gifts specifying a particular title or format to be purchased are generally not accepted.

   A. Selection of specific titles and formats will be done by librarians in consultation with departmental library representatives.

   B. Faculty may make recommendations for specific items to be purchased through their designated departmental library representatives.

V. The Libraries will accept gifts of library materials after the donor has consulted with Collection Development staff to determine if the items fit within the collection development scope of the Libraries.

VI. Questions regarding designated gifts to the Libraries may be addressed to the Head of Collection Development or to the Director of Development.

Monetary Gifts

Dean of Libraries Paula Kaufman accepts a special gift from the Taiwan Council

Monetary gifts are a valuable resource which allow the Libraries to supplement state funding to purchase materials or to support essential services. All cash gifts to the University Libraries are tax deductible and may qualify the donor for membership in the Library Friends and University-wide giving clubs and societies.

Cash gifts can be made simply by sending a check to the UT Libraries or by designating a gift to the Libraries in response to any UT fund appeal. Donors may direct gifts to branch libraries, existing named endowment funds or for acquisitions in a general subject area. The Libraries also may accept gifts of stock and real estate.

Deferred gifts, which include pooled income funds, trusts, bequests, wills, remainder interests and life insurance policies, provide long-term resources for the University Libraries and may have important tax advantages for the donor.

If you desire more information or would like to make a gift, return this form to:

Paula Kaufman
Dean of Libraries
606 Hodges Library
University of Tennessee
Knoxville, TN 37996-1000

Name: _____

Home Address: _____

_____

Home Phone Number: _____

Business Address: _____

_____

Business Phone: _____

I enclose a check made payable to the University of Tennessee Libraries.

I would like specific information about:

Tax deductibility / gift credit for materials

Equipment needs

Monetary gifts to the Libraries

Other (please specify)

We Welcome Your

Gifts

to the University Libraries

As the academic heart of the University, the University Libraries is charged with providing the best possible representation of information and ideas to the community. By supporting the Libraries, one supports the entire academic enterprise of the University.

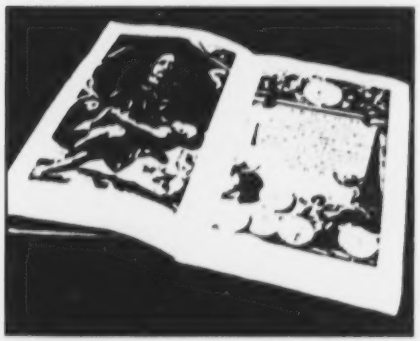
THE UNIVERSITY OF TENNESSEE, KNOXVILLE LIBRARIES

UNIVERSITY OF TENNESSEE

What Gift Materials Are Appropriate?

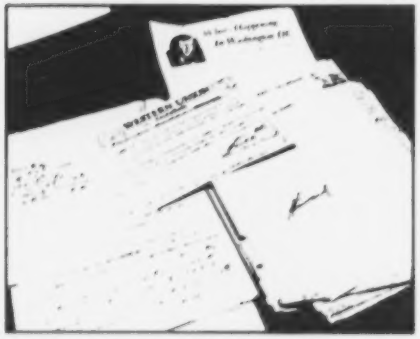
The University Libraries collections can be enriched by gifts of appropriate library materials (gifts in kind). The Libraries encourages inquiries from prospective donors concerning contributions of books, journals, manuscripts, equipment, and other materials which support the teaching and research needs of the University.

In order to support the commitment to excellence of the University Libraries, only appropriate gifts will be accepted. Outdated textbooks, popular books and magazines, duplicates, or materials in poor condition are examples of inappropriate gifts. Scholarly materials including manuscripts, recordings, books, videos, and journals constitute appropriate gifts. Equipment may also be an appropriate gift.



An early imprint from our Special Collections

A Commitment to Access

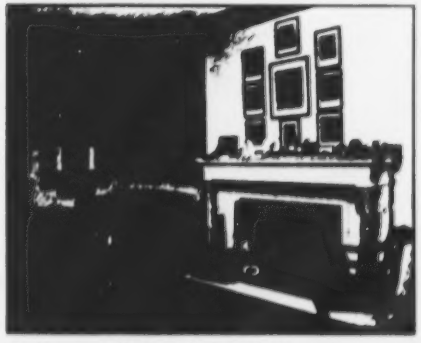


Gift materials now available to the scholar: The Baker Papers

Donors should be aware that all gifts are accepted with the understanding that upon receipt the materials become the property of the University Libraries. The Libraries, as owner, reserves the right to determine retention, location, cataloging and other considerations relating to the gift's use or disposition. In order to facilitate the Libraries' commitment to access we ask donors not to place restrictions on these considerations.

Valuation of Gifts

Gifts of materials to the University Libraries are generally tax-deductible in compliance with current IRS guidelines. Present federal tax regulations prohibit the University Libraries from giving appraisals or estimations of value of donations. It is the responsibility of the donor to obtain valuations of their gifts. For gifts that may be valued at $5,000 or more, a certified appraisal must accompany the gift. The Libraries can provide prospective donors with a list of qualified appraisers. Upon receipt of a valuation, the University will provide a receipt to the donor for tax purposes. We encourage donors to consult the IRS and/or a tax advisor about the latest tax law requirements.



A gift extraordinaire: The Estes Kefauver Room

University of Washington

Information for Donors of Tangible Personal Property

The following information is provided as a service to individual donors considering making outright gifts of tangible personal property to the University of Washington. While we always strive to provide accurate and complete information, we cannot and do not represent individual donors. Please consult your advisors to confirm the accuracy and applicability of all information provided by the University.

Thanks for your gift!

The University of Washington greatly appreciates gifts of tangible personal property (also called in-kind or non-cash gifts). Generally, we accept any gift that is useable or can easily be sold to provide support for one of the University's programs.

Tax Considerations

Federal tax law generally allows individual donors who give non-cash gifts to the University to claim a charitable contribution deduction for the fair market value of the gift. Numerous exceptions apply to the general rule – for example, if the University cannot make use of the property for an educational purpose. Donors are encouraged to consult legal, accounting, or other professional advisors about the current IRS regulations governing non-cash charitable contributions. IRS Publication 526 titled "Charitable Contributions" and Publication 561 titled "Determining the Value of Donated Property" are informative in determining whether to claim a tax deduction.

Following are several specific tax implications donors should consider:

- Non-Cash Gifts Exceeding $250 in Value
  An income tax deduction will be allowed for charitable contributions valued at $250 or more only when the donor has a contemporaneous written substantiation from the University. The substantiation must be obtained by the date the donor actually files the tax return for the year in which the contribution was made. The acknowledgment must describe, but need not value, the property. Valuation of donated property is the responsibility of the donor.

- Non-Cash Gifts Exceeding $500 in Value
  If a donor contributes property valued at $500 or more, the donor must complete Section A of IRS Form 8283, and include this form with the tax return on which the donor claims the charitable income tax deduction. When only Section A is required, the University does not need to sign Form 8283.

- Non-Cash Gifts Exceeding $5,000 in Value
  Non-cash gifts exceeding $5,000 require a written appraisal by an independent qualified appraiser. That appraisal, together with the Form 8283, should be submitted with your Form 1040. This appraisal requirement also applies when the aggregate claimed value of all similar items of property for which charitable deductions are claimed in the same taxable year exceeds $5,000. The University and the appraiser must both sign Form 8283. The University must acknowledge receipt of the gift by signing this form in Section B, Part IV. It is the responsibility of the donor to initiate the completion of this form.

- Qualified Appraisals
  If required, a qualified appraisal must be prepared not earlier than sixty days before the date of contribution and not later than the due date of the tax return, including extensions. The appraisal must be prepared for the donor by a "qualified appraiser." A qualified appraiser is an individual who regularly appraises property of the nature contributed. The qualified appraiser may be neither the donor, the University, any party to the transaction in which the donor acquired the property, nor anyone related to the donor or the University. The payment of fees associated with the appraisal are required to be made by the donor.

- Several Exceptions to the Rules
  Generally, publicly traded stock does not require an appraisal, regardless of dollar value. For stock that is not publicly traded, an appraisal is not required unless the claimed value is more than $10,000. Other exceptions may apply. For further information, contact your tax advisor or the University's Office of Gift Planning.

- IRS Form 8282
  The University must file IRS Form 8282 if, within two years of the date of the gift, the University disposes of a gift for which an appraisal was required. This form shows the date of the disposition and the amount of proceeds from the disposition. It is intended to help the IRS track discrepancies between the claimed value of non-cash contributions and the amount eventually received by the University.

Further Information

For additional information, please contact the University of Washington Office of Gift Planning at (206) 685-1001 or toll-free at (800) 284-3679.

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Duplicate Publications Program

What Is the Duplicate Publications Program?

The Duplicate Publications Program is administered by the Libraries Gift Processing Section. The program provides a socially and environmentally responsible method for redistribution of materials not needed for the Libraries' collections. The objective is to ensure that serviceable books, serials, and other library materials are made available to as many people as possible rather than discarded. Unwanted materials are offered to libraries, schools, and other non-profit institutions or organizations free of charge on a first come, first serve basis. Over the years, the program has been successful in redistributing thousands of library materials to numerous local, regional, national, and international institutions. Most donors of library materials expect and support such disposition of unwanted gifts to other worthy libraries.

What Does the Program Offer?

In general, materials offered through the Duplicate Publications Program are not needed for the collections of the UW Libraries. Either they do not fit the Libraries' collection development parameters, or they are nonessential duplicates of titles already in the collection. In most cases, the materials were acquired as gifts.

On occasion, materials that have been removed from the collection will be offered to participants in the program. In such cases, the Libraries Gift Processing Section ensures that UW Libraries property markings are removed or marked out before they are displayed to participants. No materials purchased with Washington State funds may be redistributed to other state organizations as this constitutes a reallocation of legislated funds.

Who May Participate in the Program?

Representatives of non-profit institutions and organizations interested in participating in the Duplicate Publications Program may contact the head of the Libraries Gift Processing Section. Review and selection of materials is by appointment. Representatives may be required to demonstrate an official association with their non-profit institution or organization. Preference is given to institutions with collections that are open to the public, or that serve large populations. Participants are required to make arrangements for transporting the materials to their institutions. The University Libraries is rarely able to absorb the cost of delivery, postage, or shipping.

The Libraries Gift Processing Section maintains a list of participants in the Duplicate Publications Program. The section also maintains monthly and annual statistics on the number of items redistributed through the program.

Information

Ms. Carolyn H. Aamot
Head, Gift Processing Section
University of Washington Libraries, FM-25
Seattle, Washington 98195

Phone: (206) 543-1859
Fax: (206) 685-8782
Email: caamot@u.washington.edu
Office: 170 Suzzallo Library

General Information on Making Non-Cash Gifts

Non-Cash Gifts

The UW Libraries welcomes contributions of materials that support the educational, research, and service missions of the University. For information on making a non-cash gift to the Libraries, please call the Gift Processing Section at (206) 543-1859.

Acknowledgments

The University Libraries acknowledges each gift. Acknowledgments typically include the date of receipt and a brief description of the gift.

Appraisals

Valuation of donated property is the responsibility of the donor. IRS regulations and University of Washington policy prohibit the Libraries from providing appraisals of gifts. A list of local independent appraisers is available from the Libraries Gift Processing Section.

Tax Information

Donors are encouraged to consult legal, accounting, or other professional advisors about current IRS regulations governing non-cash charitable contributions prior to making their gifts. An information sheet on IRS requirements for supporting your income tax deduction is available from the Libraries Gift Processing Section.

Non-Cash Gifts Exceeding $5,000 in Value

Donors who expect to file an IRS Form 8283 must notify the University of Washington Libraries before the gift is delivered. Failure to provide prior notification may result in the Libraries' inability to substantiate the donor's claim on IRS Form 8283, or conform to other IRS reporting requirements.

Conditions

Upon receipt, all gift materials become the property of the University of Washington Libraries. The Libraries reserves the right to determine retention, location, cataloging treatment, and other considerations relating to the use and disposition of gifts. Materials not selected for addition to the collection may be donated to other institutions, sold, recycled, discarded, or otherwise disposed. Proceeds from the sale of unwanted materials are used to benefit the University Libraries.

GIFTS

TO THE UW-MADISON LIBRARIES

"The university today is
very different from the one
twenty-five years ago, or fifty
or one hundred or two hundred
and fifty years ago, and yet
it is not different.
It is still a constant conversation
between young and old, between
students, among faculty;
between faculty and students;
a conversation between past and present,
a conversation the culture has with itself,
on behalf of the country.
The university lives through
all its voices . . ."

A. Bartlett Giamatti
A Free and Ordered Space

Gifts to the UW-Madison Libraries

Nowhere within the university is the sound of those voices more alive and more accessible than in its libraries. The number of students, teachers, and citizens using both physical collections and the new "electronic library" is large and growing.

Demand for breadth and depth of coverage, for timeliness, and for information in all formats has never been greater. The combination of expertise, knowledge, and technology that UW-Madison libraries provide offer the continuing opportunity for teaching, research, and lifelong learning.

Over the years thoughtful donors have significantly enriched the libraries through gifts of books and journals and through the establishment of special funds for projects and purchases. We gratefully acknowledge the generosity of our benefactors and offer the following information for those who may be considering monetary gifts or gifts-in-kind to libraries. Your help has never been more important.

Monetary Gifts

The libraries welcome gifts to support purchases, services, and programs. Individual gifts can be given to the libraries through the UW Foundation. Unrestricted gifts provide libraries with the flexibility to select areas of greatest need. Donors are also invited to work with libraries in designating special areas of interest.

The *Fund for Books* allows donors to remember someone through support of new purchases. For each $50 gift to the program, a donor may honor someone whose name will be printed on a bookplate affixed to a new acquisition. The program provides an opportunity to make birthdays, anniversaries, graduations, and retirements especially memorable occasions.

Endowments

Endowed funds provide the principle means of ensuring the excellence of today's libraries. Endowment gifts are invested by the University of Wisconsin Foundation. These funds provide earnings to support the ongoing purchase and conservation of books, journals, and other materials. They also enhance programs and services.

Named endowments may be established, beginning at $10,000, through outright gifts, assignment of stocks, planned giving, or annuities. Development professionals are available to help integrate a major gift to libraries into your financial planning.

Endowments are commemorated by the addition of donors' names to the list of major benefactors prominently displayed in the lobby of Memorial Library. Specially designed memorial plates placed on purchases also acknowledge the generosity of donors.

Gifts-in-Kind

All gifts of materials support the mission of libraries and are greatly appreciated. Hundreds of titles new to the collections, and within the libraries' collecting scope, are added through gifts annually. Each volume receives a commemorative bookplate noting the name of the donor.

Those gifts not added to the libraries' holdings also strengthen the collections through exchange programs with institutions in foreign countries. Some gifts are offered at the Friends of the Libraries monthly book sales. Proceeds from sales help fund special purchases and projects.

Gifts of Major Collections

Gifts of major research collections have been instrumental in developing the reputation of campus libraries as international centers of scholarship in such diverse areas as the history of science, European history, apiculture, and contemporary literature. Many collections retain the name of the donor as a tribute to the years of care, attention, and dedication needed to create these unique repositories of knowledge.

Collections are housed in the Department of Special Collections, a state-of-the-art facility opened in 1991 on the top floor of Memorial Library. The department includes extensive exhibit space, a seminar room, a reference collection, temperature- and humidity-controlled vaults, and walls of windows on three sides overlooking scenic Madison. It provides an environment of study and appreciation for many of the greatest treasures of civilization.

Appraisals

The library staff are pleased to assist donors by making available directories of appraisers, book auction records, and dealers' catalogs. We regret, however, that we are prohibited by university policy and the Tax Reform Act of 1984 from participating in the direct appraisal of gifts. The Internal Revenue Service requires that donors whose gifts are valued at more than $5,000 have a qualified appraisal prepared within sixty days prior to making the contribution. The appraisal itself is deductible.

Friends of the Libraries

The Friends of the University of Wisconsin-Madison Libraries is one of the oldest university library friends groups in the nation. In the half-century since its founding during the university's centennial, the organization has supported the continuing excellence of campus libraries.

The Friends provide support by enriching the collections, purchasing needed enhancements, and contributing time through volunteer projects. They support exhibitions, sponsor a monthly lecture series, conduct book sales, offer grants-in-aid for use of the collections, and publish a semi-annual magazine. The membership cost is modest and is considered a contribution.

Information

For more information about gifts to the libraries of the University of Wisconsin-Madison, call the Development Office at (608) 262-2566 or write to:

Library Development Office
University of Wisconsin-Madison
369 Memorial Library
728 State Street
Madison, WI 53706

Gifts to the libraries are tax deductible to the full extent allowed by law.

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THE GENERAL LIBRARIES
THE UNIVERSITY OF TEXAS AT AUSTIN

EXPLANATION OF DEED OF GIFT

The Deed of Gift form is designed to assign legally to The University of Texas at Austin, on behalf of the General Libraries, materials which you as a Donor are conveying to the General Libraries to be administered in accordance with its established policies. The Deed of Gift form constitutes the transfer of title and serves to define the terms of the transfer.

It is recommended that, whenever possible, the Deed of Gift form be used to document all in-kind gifts of $250 or more to The University of Texas at Austin, and for in-kind gifts below that amount which include unique archival materials for which copyright conveyance may or may not be involved.

Donation of Gift. The "Description" portion of this section will be completed by a General Libraries representative. The Description of the donation will describe the material being transferred and date received on site.

Appraised Value. The Donor is advised that if a tax deduction on a gift is to be taken, the Internal Revenue Service has regulations for filing tax-deductible contributions valued at $250 or more. If the value of the donation is greater than $5,000, an independent appraisal is required and the University is required to sign IRS Form 8283 acknowledging receipt of the gift. To be acceptable to the IRS, the appraisal must be made no more than 60 days before the date of the contribution and before the due date of the tax return. The Donor is asked to present the appraisal and completed IRS Form 8283 to the University at the time of the gift. The Form will be returned to the Donor with proper signature.

Disposition of Materials. In order to make the most effective use of resources, the General Libraries reserves the right to determine the disposition of donated materials.

Terms and Conditions. Although most Donors will have no need to limit access to materials which they are donating, the option of placing reasonable restrictions on access to the materials or a portion of the materials is available to a Donor. The Deputy Assistant Director for Library Development will be happy to discuss terms of restrictions with a Donor. Any restrictions on access mutually agreed to will be for a specific period of time and will apply to all researchers.

Copyright Interests. Because assignment of copyright is often complex, the General Libraries staff is happy to work with the Donor to clarify questions of copyright control. Copyright in writings and original creations contained in a donated collection is controlled by the individuals or organizations who created them unless the copyright has been conveyed legally to the Donor or other party.

If you, as Donor, control the copyright in all or some of the materials being donated, please check the first box in this section of the Deed of Gift and explain the extent of your copyright control.

If you, as Donor, do not control copyright in any of the donated material, please check the second box.

If you have any information about the holder of the copyright, please check the third box and supply as much of the requested information as possible.

Copyright Conveyance. The General Libraries encourages Donors to transfer any copyright they may control to the University of Texas at Austin whenever possible. Copyright ownership by the University of Texas at Austin facilitates use by scholars. If you wish to do so, please initial the first paragraph in the "Copyright Conveyance" section of the Deed of Gift.

Assignment of copyright may be conditional. For example, a Donor may wish to stipulate "Copyright retained during my lifetime" or something similar in the "Limitations" space provided on the Deed of Gift.

Change in Provisions. If a Donor feels that any terms in the agreement should be deleted, the Donor is encouraged to discuss the matter with the Deputy Assistant Director for Library Development to verify that the desired change in terms is feasible.

Acknowledgment of Receipt of Gift. This section of the Deed of Gift serves to formally acknowledge the receipt of a donation under the terms mutually agreed to by the General Libraries and the Donor. The Donor will receive a copy of the Deed of Gift form signed by the Director of General Libraries. Formal acceptance of gifts by the Board of Regents of The University of Texas at Austin serves to complete the donation transaction. The University will also send to the Donor an official receipt for charitable deduction purposes for in-kind gifts valued at $250 or more.

The General Libraries • Post Office Box P • Austin 78713-8916
(512) 495-4350 • FAX: (512) 495-4347

THE GENERAL LIBRARIES
THE UNIVERSITY OF TEXAS AT AUSTIN

DEED OF GIFT
(involving joint donation)

We, the undersigned Donors, hereby donate and convey to The University of Texas at Austin, on behalf of the General Libraries, all rights, title, and interest that we possess in the following materials:

Description: _____

_____

_____

Date Material Received on Site (to be supplied by library unit): _____

Appraised Value (if Donors have had gift appraised):* _____
** Please attach copy of independent appraisal if available*

If you do not intend to take a tax deduction, please initial here: _____ _____

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COVERING THE DEPOSIT OF MACHINE-READABLE DATA FILES TO THE UNIVERSITY OF TORONTO DATA LIBRARY SERVICE

Title of data file:_____

_____

Principal investigator(s):_____

_____

Institutional affiliation(s):_____

_____

Date of file creation:_____

As principal investigator/producer of the above named machine-readable data file (hereinafter called the data file), or duly authorized by same, I herewith release this data file, and relevant documentation describing same, to the University of Toronto Data Library Service (hereinafter the UT/DLS) under the following terms and conditions:

1. The data file may only be made available for access by other users on or after the following date:_____.

2. The data file may be accessed by all members of the University of Toronto academic community,
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Special access conditions:

3. Copies of the data file may be disseminated by UT/DLS to:
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___ and to institutions and organizations, such as the Public Archives of Canada, the ICPSR or ISLA, for redissemination to their members or other interested parties, under the terms of their regular contractual arrangements,
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(c) should use of data file result in publication, the author of the publication shall be encouraged to deposit one (1) copy of the publication in the UT/DLS;

(d) the UT/DLS may, consistent with good archiving practice and standards, alter the physical format of the data file, through cleaning, reformatting or other data processing techniques, and that the terms and conditions outlined herein shall also apply to such versions or editions of the data file as may be produced by these means;

(e) should, at some future time, the data file be accidentially lost, or it be deemed necessary to de-archive it, consistent with good archiving standards and practices, no liability shall be incurred by the archive or its staff, and that decisions regarding de-archiving shall be left to the discretion of the administrative head of the UT/DLS.

Name:_____

Affiliation:_____

Date:_____

UT/DLS 7/10/88

```
Session Name: Josiah

LANG: eng          LOCATION: nnnnn    BIB LEVEL: -       SUPPRESS: n
 SKIP: 0            CAT DATE:   -  -   FORMAT: a          COUNTRY: xxu
 AUTHOR     EICHENBERG  FRITZ
 TITLE      FABLES WITH A TWIST
 PUBLISHED  PEACE DALE, RI : F. EICHENBERG, 1976
 DESCRIPT'N TWENTY WOODBLOCKS AND TWENTY TWISTED TAILS (EDITION OF 100)
```

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R > RETURN to Browsing                  A > ANOTHER Search by AUTHOR
F > FORWARD browse                      S > Record SUMMARY
B > BACKWARD browse                     I > Show similar ITEMS
N > NEW Search                          + > ADDITIONAL options
Choose one (R,F,B,N,A,S,I,P,T,E,+)
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   File  Edit  Print  Select  Format  Options  View  Window  Help
        Bld  Ital  Ul    Lft  Ctr  Rt    Form  List  Query  Report          Prev
"EX0153
~MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM EXCHANGE.WDB MMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
3      vendor # UPDATE INFO                                                  M

32    EX0155
33    EX0263                                                                0
34    EX0423                                                                0
35    EX0427                                                                0
36    EX0578                                                                0
37    EX0579                                                                0
38    EX0586                                                                0
39    GI0151                                                                0
310   GI0152                                                                0
311   GI0747                                                                0
312   GI0814                                                                0
313   GI0974    07-22-93                                                    0
314   EX0746    07-22-93                                                    0
315   EX0947                                                                0
316   EX0960                                                                0
317   EX0975
@:0000000000000000000000000000000000000000000000000000000000000000000000000(
1 vendor #    1197/1197   LIST                                    NL    (F1=HELP)
Press ALT to choose commands, or F2 to edit.

   File  Edit  Print  Select  Format  Options  View  Window  Help
        Bld  Ital  Ul    Lft  Ctr  Rt    Form  List  Query  Report          Prev
"UNIVERSIDAD DE BUENOS AIRES. FACULTAD DE FILOSOFIA Y LETRAS
~MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM EXCHANGE.WDB MMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
3                                  organization                             M

32    UNIVERSIDAD DEL SALVADOR
33    UNIVERSIDAD NACIONAL DE CORDOBA. FACULTAD DE FILOSOFIA Y HUMANIDADES   0
34    INSTITUTO ARGENTINO DE MATEMATICA                                     0
35    INSTITUTO DE GENETICA                                                 0
36    UNIVERSIDAD NACIONAL DE CUYO                                          0
37    UNIVERSIDAD NACIONAL DE CUYO. FACULTAD DE FILOSOFIA Y LETRAS          0
38    MUSEO ARGENTINO DE CIENCIAS NATURALES BERNARDINO RIVADAVIA. INSTITUTO 0
39    ARGENTINA BIBLIOTECA NACIONAL                                         0
310   INSTITUTO NACIONAL DE ESTUDIOS DE TEATRO (ARGENTINA)                  0
311   FUNDACION MIGUEL LILLO                                                0
312   ESTACION EXPERIMENTAL AGROPECURIA SAN PEDRO                           0
313   UNIVERSIDAD NACIONAL DE LA PLATA. BIBLIOTECA                          0
314   ESTACION EXPERIMENTALE AGRO-INDUSTRIAL OBISPO COLOMBRES               0
315   UNIVERSIDAD NACIONAL DE TUCUMAN                                       0
316   UNIVERSIDAD CATOLICA ARGENTINA. FACULTAD DE CIENCIAS AGRARIAS         0
317   UNIVERSIDAD NACIONAL DE LA PLATA. FACULTAD DE CIENCIAS ECONOMICAS
@:00000 0000000000000000000000000000000000000000000000000000000000000000000(
1 organizatio 1197/1197   LIST                                    NL    (F1=HELP)
Press ALT to choose commands, or F2 to edit.


   File  Edit  Print  Select  Format  Options  View  Window  Help
        Bld  Ital  Ul    Lft  Ctr  Rt    Form  List  Query  Report          Prev
"UNIVERSIDAD DE BUENOS AIRES
~MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM EXCHANGE.WDB MMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
3                        address1                                           M

32    UNIVERSIDAD DEL SALVADOR
33    UNIVERSIDAD NACIONAL DE CORDOBA                                       0
34    INSTITUTO ARGENTINO DE MATEMATICA                                     0
35    BIBLIOTECA. INSTITUTO DE GENETICA                                     0
36    BIBLIOTECA CENTRAL                                                    0
37    BIBLIOTECA UNIVERSIDAD NACIONAL DE CUYO                               0
38    MUSEO ARGENTINO DE CIENCIAS NAC B. R.                                 0
39    BIBLIOTECA NACIONAL                                                   0
310   INSTITUTO NACIONAL DE ESTUDIOS DE TEATRO                              0
311   CENTRO DE INFORMACION GEO-BIOLOGICA NOA                               0
312   INTA  ESTACION EXPER AGROPECURIAS                                     0
313   BIBLIOTECA                                                            0
314   EXT EXP AGRO-INDUSTRIAL OBISPO COLOMBRES                              0
315   BIBLIOTECA CENTRAL                                                    0
316   FACULTAD DE CIENCIAS AGRARIAS                                         0
317   UNIV NAC DE LA PLATA FAC CIENC ECON
@:00000000 0000000000000000000000000000000000000000000000000000000000000000(
1 address1    1197/1197   LIST                                    NL    (F1=HELP)
Press ALT to choose commands, or F2 to edit.
```

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"FACULTAD DE FILOSOFIA Y LETRAS
~MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM EXCHANGE.WDB MMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
3                        address2                                              M

32    REVISTA SIGNOS UNIVERSITARIOS
33    FACULTAD DE FILOSOFIA Y HUMANIDAD                                        0
34    CONS NAC DE INVEST CIENT Y TECHNICAS                                     0
35    INST NACT DE TECNOLOGIA AGROPECUARIA                                     0
36    UNIVERSIDAD NACIONAL DE CUYO                                             0
37    FACULTAD DE FILOSIFIA Y LETRAS                                           0
38    INST NAC DI INVEST CIENC NAT CC220                                       0
39    MEXICO 564                                                               0
310   CORDOBA 1199                                                             0
311   FUNDACION MIGUEL LILLO                                                   0
312   CASILLA DE CORREO 43 TE 110                                              0
313   UNIVERSIDAD NACIONAL DE LA PLATA                                         0
314   BIBLIOTECA                                                               0
315   UNIVERSIDAD NACIONAL                                                     0
316   UNIVERSIDAD CATOLICA ARGENTINA                                           0
317   AVENIDA 53 NO.419 C. CORREO 376
@:00000000000 0000000000000000000000000000000000000000000000000000000000000(
1 address2    1197/1197   LIST                                    NL    (F1=HELP)
Press ALT to choose commands, or F2 to edit.
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   File  Edit  Print  Select  Format  Options  View  Window  Help
       Bld  Ital  Ul    Lft  Ctr  Rt    Form  List  Query  Report          Prev
"DIRE DE BIBLIOTECAS - SECCION CANJE
~MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM EXCHANGE.WDB MMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
3                        address3                                              M

32    DIRECTORA DE PUBLICACIONES CIENTIFICAS
33    BIBLIOTECA CENTRAL                                                       0
34    VIAMONTE 1636                                                            0
35    C.C. (1712)                                                              0
36    5500 MENDOZA                                                             0
37    CASILLA 80                                                               0
38    AVDA A GALLARDO 470                                                      0
39    BUENOS AIRES                                                             0
310   BUENOS AIRES                                                             0
311   MIGUEL LILL0 251                                                         0
312   2930 SAN PEDRO                                                           0
313   PLAZA ROCHA 137                                                          0
314   CASILLA DE CORREO #9                                                     0
315   CC 167                                                                   0
316   CAP GRAL RAMON FREIRE 183                                                0
317   1900 LA PLATA PCIA
@:00000000000000 0000000000000000000000000000000000000000000000000000000000(
1 address3    1197/1197   LIST                                    NL    (F1=HELP)
Press ALT to choose commands, or F2 to edit.
```

```
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       Bld  Ital  Ul    Lft  Ctr  Rt    Form  List  Query  Report          Prev
"PUAN 480 - ENTREPISO
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3                        address4                        address5              M

32    RODRIQUEZ PENA 770 20 PISO              1020 BUENOS AIRES
33    32 CP 5000 CORBODA                      ARGENTINA                        0
34    CORREO CENTRAL (B)                      1055 BUENOS AIRES                0
35    CASTELAR PCIA.                          ARGENTINA                        0
36    CAS CORR 420                            ARGENTINA                        0
37    MENDOZA                                 ARGENTINA                        0
38    CAS DE CORREO10 SUC5                    1405 BUENOS AIRES                0
39    ARGENTINA                                                                0
310   ARGENTINA                                                                0
311   4000 S M DE TUCUMAN                     ARGENTINA                        0
312   BUENOS AIRES                            ARGENTINA                        0
313   1900 LA PLATA                           ARGENTINA                        0
314   4101 LAS TALITAS                        TUCUMAN                          0
315   4000 TUCUMAN                            ARGENTINA                        0
316   1426 BUENOS AIRES                       ARGENTINA                        0
317   BUENOS AIRES                            ARGENTINA
@:0000000000000000000 0000000000000000000000000000000000000000000000000000000(
1 address4    1197/1197   LIST                                    NL    (F1=HELP)
Press ALT to choose commands, or F2 to edit.
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   File  Edit  Print  Select  Format  Options  View  Window  Help
        Bld  Ital  Ul    Lft  Ctr  Rt    Form  List  Query  Report          Prev
"ARGENTINA
~MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM EXCHANGE.WDB MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
3                        address6                          sort country              M

32    ARGENTINA                                  ARGENTINA
33                                               ARGENTINA                           0
34    ARGENTINA                                  ARGENTINA                           0
35                                               ARGENTINA                           0
36                                               ARGENTINA                           0
37                                               ARGENTINA                           0
38    ARGENTINA                                  ARGENTINA                           0
39                                               ARGENTINA                           0
310                                              ARGENTINA                           0
311                                              ARGENTINA                           0
312                                              ARGENTINA                           0
313                                              ARGENTINA                           0
314   ARGENTINA                                  ARGENTINA                           0
315                                              ARGENTINA                           0
316                                              ARGENTINA                           0
317                                              ARGENTINA
@:000000000000000000000000 0000000000000000000000000000000000000000000000000000(
1 sort countr 1197/1197   LIST                                          NL     (F1=HELP)
Press ALT to choose commands, or F2 to edit.
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   File  Edit  Print  Select  Format  Options  View  Window  Help
        Bld  Ital  Ul    Lft  Ctr  Rt    Form  List  Query  Report          Prev

~MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM EXCHANGE.WDB MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
3      sort zip sourceU Q T PSP B   L     date   status                             M

32                F   0 0 0 1 0 0      01-03-95
33                F   0 0 0 1 0 0                                                  0
34                F   0 0 1 0 1 0                                                  0
35                F   0 0 1 0 1 0                                                  0
36                F   0 0 0 0 0 0                                                  0
37                F   1 0 0 1 0 0                                                  0
38                F   1 0 1 0 1 1      09-11-92                                    0
39                F   0 0 0 0 0 1      4-02-92                                     0
310               F   0 0 0 0 0 1      4-02-92                                     0
311               F   0 0 1 0 0 1      08-19-94                                    0
312               F   0 0 1 0 1 0      11-22-91                                    0
313               F   0 0 0 0 0 0      02-01-94    C                               0
314               F   0 0 1 0 1 1      08-19-94                                    0
315               F   1 0 1 1 1 1      04-10-92                                    0
316               F   0 0 1 0 0 0                                                  0
317               F   1 0 0 0 0 0      08-25-92
@:000000000000000000000000000000000 0000000000000000000000000000000000000000000(
1 status      1197/1197   LIST                                          NL     (F1=HELP)
Press ALT to choose commands, or F2 to edit.
```

Gifts and Exchanges

Table of serial exchanges by country		
Country	Serials received	Serials sent
a. China	390	124
b. Hong Kong/Macau	12	5
c. Japan	230	84
d. North Korea	6	2
e. South Korea	42	5
f. Taiwan	180	37

Table of monographic gifts and exchanges				
Country	Exchanges		Gifts	
	Vols rec'd	Vols. sent	Vols. rec'd	Vols. sent
a. China	15		1	25
b. HK/Macau			6	
c. Japan			74	
d. North Korea				
e. South Korea		7	17	
f. Taiwan	18		96	
g. USA			54	
h. Totals	33	7	248	25

VIII. Reference activities

Number of questions received : 8
Time spent in answering : 6 hours 35 minutes
Patron - UNC faculty/staff : 2
UNC student : 1
State academic : 2
Outside of NC : 3
Receipts - In person : 2
Telephone : 6
Type of request
Single answer : 7
Bibliography : 1
Geographic area of subject
China : 6
Japan : 2

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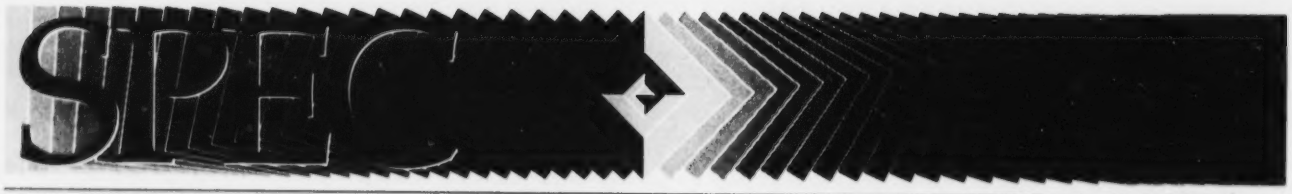
Title : Wen po

Location : EAR NYC
Exch: 1 Gift: Recd: 1 Sent:
Begin: 96/08/28 End:
Monetary Value (annual) : 14.40
Partner's name : Chung-kuo kuo chia t'u shu kuan
: Kuo chi chiao huan tsu
: Pei-ching
Country : China
Notes:

The record above comes from our serials database. Monographs are recorded as received in our list of monographic gifts and exchanges.

Date: 8/9/96
Institution: Edward Kennedy
Language: J (Japanese)
Country: US
EXINT: (Exch titles incoming)
EXINV: (Exch volumes incoming)
XXXX
EXOUT: (Exch titles outgoing)
EXOUV: (Exch volumes outgoing)
GFINT: (Gift titles incoming) 1
GFINV: (Gift volumes incoming) 1
GFOUT: (Gift titles outgoing)
GFOUV: (Gift voulumes outgoing)

The list is cumulated monthly into our monographic e/g database. Formerly we used Lotus 1-2-3; currently we use PFS: Professional Plan.



SELECTED READINGS

Books and Journal Articles

Barker, Joseph W. "Gifts & Exchanges." From *Technical Services Today & Tomorrow*, edited by Michael Gorman, 23–38. Englewood, Colo.: Libraries Unlimited, 1990.

Clark, Mae. "Gifts & Exchanges." From *Understanding the Business of Library Acquisitions*, edited by Karen Schmidt, 167–185. Chicago: American Library Association, 1990.

Lane, Alfred H. *Gifts and Exchange Manual*. Westport, Conn.: Greenwood, 1980.

This 121-page book includes an index and appendixes.

Leonhardt, Thomas W. "The Gifts and Exchange Function in ARL Libraries: Now and Tomorrow." *Library Acquisitions: Practice and Theory* 21, no. 2 (Summer 1997): 141–149.

Forthcoming

Carrico, Steven. "Gifts in Academic and Special Libraries: A Selected Bibliography." *Library Collections, Acquisitions and Technical Services* 23 (1999): forthcoming.

Most of the available literature is mentioned in this thorough bibliography.

A forthcoming issue of the journal *Acquisitions Librarian* will be devoted exclusively to G&E. In this issue (to be published as a monograph under the title *Gifts and Exchanges: Problems, Frustrations and Triumphs*) are two articles which discuss some of the classic and newer texts and specifically list resources for further exploration:

Carrico, Steven B. "Exchanges in Academic and Special Libraries: A Selected and Annotated Bibliography."

This article reviews recent publications dealing with library exchanges under the headings of: Exchange Programs: General Overviews; Exchanges and Cost-Effectiveness; Exchanges in Area Studies; Exchanges: Collection Development and Technical Services. There is also a nonannotated appendix of 20 secondary sources.

Johnson, Steve. "Automating Gifts and Exchanges: A Review of Current Trends."

The footnotes for this article cite a number of listservs and websites giving information about various aspects of gift and exchange operations.

Websites

<http://www.library.vanderbilt.edu/law/acqs/acqs.html>

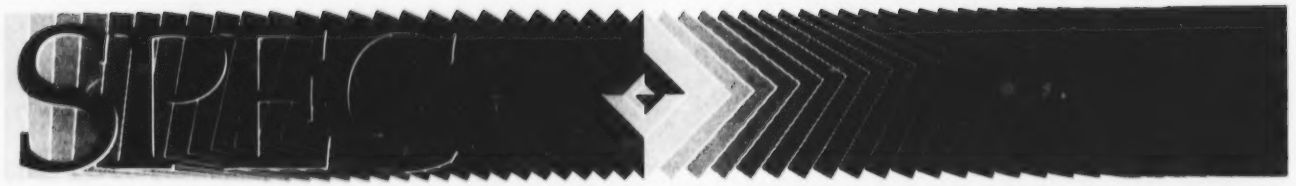
AcqWeb, a sister publication of ACQNET, is aimed at librarians and other professionals interested in acquisitions and collection development; it's an abundant source of online information for acquisitions work in general.

<http://www.library.vanderbilt.edu/law/acqs/libsci.html#gifts>

AcqWeb's Library & Information Science Resources of Interest to Acquisitions and Collection Development Librarians offers a useful bibliography and G&E related links.

<http://ublib.buffalo.edu/libraries/units/cts/acq/cd/>

A Tool Kit of Links and Documents for Collection Development and Management Librarians lists numerous links and websites relating to G&E as well as other aspects of acquisitions work.



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			____	SP200	2001: A Space Reality	____	SP150	Bldg Security & Personal Safety
			____	SP199	Video Collect & Multimedia	____	SP149	Electronic Mail
			____	SP198	Automating Preserv Mgt	____	SP148	User Surveys
			____	SP197	Benefits/Professional Staff	____	SP147	Serials Control/Deselection
			____	SP196	Quality Improve Programs	____	SP146	Lib Dev Fund Raising Capabilit
			____	SP195	Co-op Strategies in Foreign Acqs	____	SP145	Lib Publications Programs
			____	SP194	Librarian Job Descriptions	____	SP144	Building Use Policies
			____	SP193	Lib Develop & Fundraising	____	SP143	Search Proced Sr LibAdmin
			____	SP192	Unpub Matls/Libs, Fair Use	____	SP142	Remote Access Online Cats
____	SP241	Gifts and Exchange Function	____	SP191	Prov Pub Svcs Remote User	____	SP141	Approval Plans
____	SP240	Marketing and PR Activities	____	SP190	Chang Role of Book Repair	____	SP140	Performance Appraisal
____	SP239	Mentoring Programs in ARL	____	SP189	Liaison Svcs in ARL Libs	____	SP139	Performance Eval: Ref Svcs
____	SP238	ARL GIS Literacy Project	____	SP188	Intern, Residency & Fellow	____	SP138	University Copyright
____	SP237	Managing Food and Drink	____	SP187	ILL Trends/Staff & Organ	____	SP137	Preservation Guidelines
____	SP236	TL 7: E Theses/Diss	____	SP186	Virtual Library	____	SP136	Managing Copy Cataloging
____	SP235	Collaborative Coll Managmnt	____	SP185	System Migration	____	SP135	Job Analysis
____	SP234	TL 6: Distance Learning	____	SP184	ILL Trends/Access	____	SP134	Planning Mgt Statistics
____	SP233	ARL in Extension/Outreach	____	SP183	Provision of Comp Print Cap	____	SP133	Opt Disks: Storage & Access
____	SP232	Use of Teams in ARL	____	SP182	Academic Status for Libns	____	SP132	Library-Scholar Communication
____	SP231	Cust Service Programs in ARL	____	SP181	Perf Appr of Collect Dev Libn	____	SP131	Coll Dev Organization
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